121 Alder Street Southwest Ephrata, Washington 98823

(509) 754-4601
www.ephrata.org

Fee $_____ Permit # _____

SHORT TERM RENTAL APPLICATION

Application Date_____

Street Address:_____

Tax Parcel Number(s):_____

Legal Description/Subdivision Name:_____

OWNER/APPLICANT INFORMATION

Property Owner:_____

Phone:_____ Fax:_____

Mailing Address:_____

City/State/Zip:_____

Email: _____

Applicant:_____

Phone:_____ Fax:_____

Mailing Address:_____

City/State/Zip:_____

Email: _____

Local representative Contact:_____

Phone:_____ Fax:_____

Mailing Address:_____

City/State/Zip:_____

Email: _____

Emergency Contact:_____

Phone:_____ Fax:_____

Mailing Address: _____

City/State/Zip: _____

Email: _____

WA State/City Business License # _____ Expiration Date:_____

Required by EMC 19.08.770 1.g

EXISTING *BUILDING INFORMATION*

	Existing Number of Rooms	***Square Footage of EACH room***	***Proposed Room Use***	***If sleeping area, number of occupants***
1st Floor				
2nd Floor				

121 Alder Street Southwest Ephrata, Washington 98823

(509) 754-4601
www.ephrata.org

Maximum rental length allowed: _____

Maximum allowed guests: _____

Total Square Footage of Residence: _____

Is the rental space an existing ADU or is it the primary building: _____

19.08.770 Short Term Rentals

1. Conditions for permitting Short Term Vacation Rentals

a. Short Term Vacation Rentals shall be permitted in the LDR and MDR zoning district. Short Term Vacation Rentals in the CBD and C-1 and zoning districts may be permitted after a public hearing before the Hearing Examiner. Approval shall be based on findings that:

i. The use will not create traffic congestion or parking problems;

ii. The use will not be harmful to the property values or aesthetics of the surrounding properties uses because of appearances, noise, use, or other quantifiable features;

iii. The use will meet all standards and regulations for the zone in which it is to be located, and

iv. The use will not create undesirable environmental problems.

b. Number of Units – There shall be a maximum of five (5) guestrooms and maximum of ten (10) occupants, including children under the age of six, for Short Term Vacation Rental developments in the allowed zones. In accordance to International Residential Building Code (IRC) section R310.1 -Every sleeping room shall have not less than one operable emergency escape and rescue opening. The property owner/manager shall be responsible for ensuring that the dwelling unit is in conformance with its maximum occupancy allowance.

c. Maximum Height – shall be limited to height restrictions of underlying zoning district.

d. Food Services – No commercial Food services shall be provided unless allowed by underlying zoning district.

e. Standards and criteria.

i. A Short Term Vacation Rental may be established in a new or existing structure by creating the unit(s) within or in addition to the dwelling, or as an existing detached unit from the principal dwelling.

ii. Any modifications or additions to the dwelling or existing detached unit must meet all applicable setbacks, lot coverage, and building height requirements of the underlying zone.

iii. The design and size of a Short Term Vacation Rental unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. To include residential fire sprinkler system and interconnecting smoke/carbon monoxide detectors as required by code.

iv. Maximum length of stay under a short term vacation rental business license shall be limited to twenty-nine days or less.

v. The property owner shall obtain a city business license to operate the Short Term Vacation Rental Facility and is required prior to operation. Verification that appropriate taxes are being paid are also required and shall be the responsibility of the property owner.

121 Alder Street Southwest Ephrata, Washington 98823

(509) 754-4601
www.ephrata.org

f. A permit application must be completed and approved for all Short Term Vacation Rentals. The planning department shall determine the application form for a Short Term Vacation Rental permit.
g. Local Property Representative: The local representative or property owner shall be responsible for responding to complaints about the rental. The name, address, and telephone contact number of the property owner or local representative shall be kept on file at the Community Development Department. If the local representative changes, the owner of the vacation rental property shall be required to notify the city in writing.
h. Solid Waste Collection: Weekly solid waste collection is required during all months. In the event that normal weekly collection is insufficient for the use, the property owner or local property representative shall make arrangements for additional solid waste removal.
i. Informational sign: A sign shall be posted at all exits of the Short Term Vacation Rental unit and an additional plan shall be posted where it is clearly visible in each guest room to provide information on maximum occupancy, contact information for the property owner or local representative and any alternate representatives, evacuation routes, and the renter's responsibility not to trespass on private property or to create disturbances.
j. Responsible Person: A responsible person (aged eighteen (18) or older) who is an occupant of the vacation rental dwelling and is legally responsible for ensuring that all occupants and/or their guests comply with all laws and regulations during their stay shall be identified for each rental.
k. Inspection: A dwelling unit proposed for a Short Term Vacation Rental shall be inspected prior to the beginning of operation by the Building Official or designee and the Fire Chief or designee to determine its conformance with the Short Term Vacation Rental endorsement, the standards of this chapter, and the basic health and safety elements as required by any applicable code. Any corrective action required shall be completed before the dwelling unit can be rented. The time frame for such inspection is subject to the City's discretion and available resources.
l. Non-Transferability: A Short Term Vacation Rental approval is issued to a specific owner of a Short Term vacation rentals.

I hereby certify that I have read and examined this application and know the same to be true and correct. I herby certify that I have read, understand and will comply with Ephrata Municipal Code 19.08.770, and if any of the information provided is incorrect, the permit or approval may be revoked.

_____ _____

Signature of Owner/Authorized Agent Date