



# CITY OF WHITE SALMON

## CITY HALL OFFICE

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### Legacy Short-term Rental Permit — Renewal Application

#### City Regulations Overview

The City of White Salmon's Short Term Rental Permit regulations are as outlined in City of White Salmon Municipal Code Chapter 5.02 and 17.57. It is imperative to review these regulations. All related documents are accessible on the City's website at <https://bit.ly/STRWS>.

#### Owner Information:

Owner Name: \_\_\_\_\_

Owner Permanent Residence: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner Email: \_\_\_\_\_

#### If the contact person is different than owner, please complete the following:

Contact Person Name: \_\_\_\_\_

Contact Person Physical Address: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

#### Short-term Rental Information:

- ☐ White Salmon Rental Business License | UBI/CID: \_\_\_\_\_
- ☐ Short-term Rental Number of Bedrooms: \_\_\_\_\_
- Select One | ☐ Short-term Rental (Commercial Zone)
- ☐ Hosted Homeshare (Residential Zones) is the short-term rental of a portion of a dwelling or an attached or detached separate accessory dwelling unit (ADU) on the property of the licensee's primary address, where the licensee is present during rental periods.
- ☐ Vacation Home Rental (Residential Zones) is the short-term rental of an entire primary dwelling unit.

Applications with supporting documentation,  
including the fee, can be submitted to:

City of White Salmon Planning Department  
Attn: Short-term Rental Renewal  
PO Box 2139  
White Salmon, WA 98672

Alternatively, the application with supporting  
documents can be dropped off at City Hall, or  
emailed to [Erikac@whitesalmonwa.gov](mailto:Erikac@whitesalmonwa.gov) and the  
payment can be processed by calling (509) 281-4077.

**100 Main Street PO Box 2139 White Salmon, Washington 98672**  
**Telephone: (509) 493-1133 Web Site: [whitesalmonwa.gov](http://whitesalmonwa.gov)**



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### Application Checklist:

To streamline the renewal process, please refer to the checklist below.

#### 1. Neighborhood Notice:

- ☐ Fill out the Statement Form of Intent to Notify Neighbors in accordance with WSMC 5.02.040.A.

#### 2. Collect and Attach the Required Documentation:

- a. Liability Insurance as required by RCW 64.37.050:
  - ☐ Submit documentation or a statement verifying the maintenance of (\$1,000,000) liability insurance specifically covering the property's utilization as a short-term rental.

#### 3. White Salmon Rental Business License:

Property owners must maintain a current city business license, facilitated through the Washington Department of Revenue Business Licensing Service at <https://dor.wa.gov>. Note that short-term rentals require charging a sales tax of 7.5% per rental.

#### 4. Physical Inspection as required by WSMC 5.02.35.B-1:

##### a. Mandatory Posting:

- ☐ Ensure mandatory posting(s) are visibly displayed within the dwelling, including:
  - Physical property address
  - Owner's name, contact person, and telephone number
  - Parking diagram of available spaces
  - City-provided Good Neighbor Guidelines

Additionally, the short-term rental permit license must be visibly displayed upon issuance.

##### b. Fire and Life Safety Inspection:

Upon submission of your application, please be ready to coordinate a fire and life safety inspection with the City Building Official, available Monday through Thursday. The Fire and Life Safety Checklist is found at [bit.ly/STRWS](http://bit.ly/STRWS).

#### 4. Permit Fee: \$175.00 Permit Fee, per Rental

### By signing this application, you are providing the following statements:

- All taxes associated with the short-term rental will be collected and remitted to the appropriate agencies.
- The city has reasonable access to the property for the purpose of reviewing the proposal for health and safety requirements (WSMC 5.02.040D).
- The city has the authority to make owner and contact person phone numbers publicly available at City Hall when requested through a public records request.
- All neighbors will be provided a "Neighborhood Notice" per WSMC 5.02.050A.
- All guests will be provided with the "Good Neighbor Guidelines."

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Property Owner or Property Manager Signature

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Date



# CITY OF WHITE SALMON

## SHORT-TERM RENTAL

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### Neighborhood Short-Term Rental Notification

Dear Neighboring Properties,

A property in your neighborhood has registered with the City of White Salmon to operate as a short-term rental. While we recognize the positive impact short-term rentals can have on our tourism economy, we equally value the peace and comfort of our residents.

As a neighboring property owner or occupant adjacent to this address, we want to ensure you have the necessary contact information. Please feel free to reach out to the owner or local contact with any questions or concerns.

**Property Details:**

Residence: \_\_\_\_\_

**Owner Information:**

Owner Name: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

**Local Contact, if different from Owner:**

Contact Person Name: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

**City Contacts:**

- City Hall Office: 509-493-1133
- Non-Emergency Police: 509-493-2660
- Emergency Services: 911
- Online Resources: <https://bit.ly/STRWS>

We appreciate your understanding and look forward to fostering a positive living environment together.

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Property Owner or Property Manager Signature

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Date