

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



Stamp & initial

SHORT-TERM RENTAL PERMIT APPLICATION

This application is required for any short-term rental within the city.

APPLICATION DEADLINES:

*Short-term rental permits are valid January 1 - December 31 of each year.
 Renewals are due by December 15 each year, using the short-term rental renewal form.
Fees are not prorated.*

*The purpose of this permit is to assist in regulating short-term rentals in order to avoid, minimize, or avoid impacts to the neighborhoods within which they are located, as well as general human health, safety, and the environment. Permits may be renewed using the short-term rental renewal form. See **CEMC 17.160** for additional information.*

OFFICIAL USE ONLY	
Permit #:	STR-20 -
Staff Person:	
Fee Total:	\$780.00 + \$120.00*
Related Permits:	

*Fees = \$780 permit + \$120 licensing/processing. Additional \$30 fee required for business license, paid through the WA State Department of Revenue.

Applicant (“Host”)	
Name:	Business License #
Other names business may be listed under:	
Mailing Address:	
Phone Number:	Email:
Property Owner Same as Applicant/Host <input type="checkbox"/>	
Name:	Business License #
Other names business may be listed under:	
Mailing Address:	
Phone Number:	Email:
Local Contact Person <i>(available to respond within 60 minutes, 24/7)</i> Same as Applicant/Host <input type="checkbox"/> Same as Owner <input type="checkbox"/>	
Name:	
Mailing Address:	
24/7 Phone Number:	Secondary Phone:

REQUIRED¹ Short-Term Rental Information	
Physical Address:	
Assessor's Parcel #	
Landline Phone Number (if available):	
Does the host or owner reside on the premises? If so, who?	
Rental Unit Type: (i.e., condo; single-family dwelling):	
Area (sq. ft.) of the residential building(s):	
If the short-term rental is not the entire residence, what is the area (sq. ft.) of the dedicated short-term rental space?	
Is the rental an accessory dwelling unit? Circle which type: detached garage apartment cottage?	
How many off-street parking spaces are dedicated to the short-term rental?	
What is the maximum occupancy of the short-term rental?	
Will you be using a Third Party for marketing and tax collection purposes?	
Required Application Materials	
1.	Site Plan – include a diagram of the property. This can be drawn on the computer or by hand. Label the buildings, parking areas, and driveways and make sure to note which areas are available for use by the short-term rental.
Other Information	
2.	<i>Once your short-term rental has received initial approval from the Planning Department, a Building Department Short-Term Rental Inspection will need to be completed by the Building Department.</i>
Authorization	
<i>The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.</i>	
Applicant/Host Signature:	Date:
Property Owner Signature:	Date:

1. The application will not be processed and will be deemed incomplete if all required criteria is not attached to application on the day of submission.