

# Vacation Rental Submittal Info



COMMUNITY DEVELOPMENT  
CITY OF COLLEGE PLACE  
625 S College Ave  
College Place, WA 99224  
509.394.8520

## PROJECT INFORMATION

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_



[Vacation Rentals](#) are processed as a [Type 1 review](#) through the issuance of a Special Use Permit (SUP). Type 1 review involve administrative action by the Community Development Director or his/her designee without public notice or an open record public hearing.

The approval of the SUP is to establish the standards under which an approved single family residence, accessory dwelling unit, or other approved real property, may be used as a vacation rental or short-term rental, as well as bed and breakfast inns.

*Railroad cars, boats, shipping containers, and structures that do not meet the standards of the International Codes, as adopted and administered by the City shall not be used for vacation rentals or sort-term rentals under any circumstances.*

*RVs, camper trucks, tents, park models or tiny homes, trailers, and mobile homes may only be permitted as a vacation rental or short-term rental in a conforming mobile/manufactured home or RV park.*

## **Vacation Rental and Bed and Breakfast Inn Standards:**

1. It shall be the responsibility of the property owner to ensure that all vacation rentals and bed and breakfast inns are to be operated and used in compliance with applicable state and federal laws, this Code, including the following provisions, and any additional conditions of approval that may be established by the city to protect the public health, safety, and welfare and to promote compatibility with the use of neighboring properties.
2. A property owner may designate a local agent to manage a vacation rental(s) or bed and breakfast inn on his/her behalf.
3. The maximum capacity for overnight guests for each vacation rental and bed and breakfast inn shall be based on information provided by the applicant and shall not exceed two adults per room identified to accommodate overnight sleeping.
4. All exterior lighting shall be downward facing and screened.
5. All uses of a vacation rental or bed and breakfast inn shall not generate noise in excess of what is typically associated with residential uses in the neighborhood and shall comply with the provisions of Chapter 8.20, Noise Control.
6. **SUBMITTAL REQUIREMENTS.** The property owner of each vacation rental and bed and breakfast inn, or his/her designee, shall submit for city review and approval, and maintain on file with the city up to date copies of:
  - a. **A property management plan, that:**
    - Identifies the property owner and agents authorized to act on the property owner's behalf;
    - Provides emergency and local contact information;
    - Identifies how the property owner will ensure that solid waste and recycling containers are put out and picked up in a timely manner;
    - Identifies how the exterior of the building, grounds, and landscaping will be maintained; and
    - Identifies how the property owner will enforce compliance with the terms and conditions of approval.
  - b. **A professionally prepared site plan that identifies the location of:**
    - Drawn to scale: 1/16" = 1' minimum, 1/8" = 1' maximum
    - The rental facilities;
    - On-site amenities;
    - Required off-street parking in accordance with the provisions of Section 14.60.070, Parking and Loading;
    - Refuse and recycling facilities; and
    - Emergency shut-off valves and fire extinguishers.
  - c. **A professionally prepared floor plan that identifies:**
    - Drawn to scale: 1/16" = 1' minimum, 1/8" = 1' maximum
    - The designated use and dimensions of each room;
    - The capacity of each room designated for sleeping;
    - The location of windows, doors, and emergency exits;
    - Fire extinguisher locations; and
    - The location of the circuit box and the emergency shut-off valves.

7. The special use permit may include conditions of approval to protect the public health, safety, and welfare and to minimize adverse impacts on neighboring properties.
8. The owner of a short term or vacation rental, or a bed and breakfast inn shall obtain and maintain in good standing, a city business license.
9. The property owner or his/her designee shall be responsible for the collection and payment of all required taxes including lodging taxes, state business and occupation taxes, fees, and charges and shall provide the city with annual documentation of compliance, in a format acceptable to the city.

**A special use permit issued for a vacation rental or bed and breakfast inn may be subject to periodic review and renewal as specified by the city.**

- Additional conditions may be added at the time of renewal.
- The vacation rental or the bed and breakfast inn may be subject to an annual public health and safety inspection by the city.
- It shall be the responsibility of the property owner to ensure that the users of a vacation rental, and all guests, are respectful of their neighbors, and shall be in compliance at all times with the terms and conditions of approval and the provisions of this Code.
  - It shall be the responsibility of the property owner, or his/her authorized agent to promptly investigate and appropriately respond to complaints. Repeated complaints and/or the failure to respond to complaints in a timely manner, may result in the suspension or revocation of approval, and/or civil or criminal penalties.
- A special use permit issued for a vacation rental or a bed and breakfast inn is not transferable and upon sale or transfer of the property a new business license application must be submitted.
- Failure to comply with the conditions of approval of a special use permit may result in the suspension or revocation of the permit, and/or civil or criminal penalties.

**RCW [64.37.030](#)**

**Consumer safety.**

- (1) All short-term rental operators who offer dwelling units, or portions thereof, for short-term rental use in the state of Washington must:
  - (a) Provide contact information to all short-term rental guests during a guest's stay. The contact must be available to respond to inquiries at the short-term rental during the length of stay;
  - (b) Provide that their short-term rental is in compliance with RCW 19.27.530 and any rules adopted by the state building code council regarding the installation of carbon monoxide alarms; and
  - (c) Post the following information in a conspicuous place within each dwelling unit used as a short-term rental:
    - (i) The short-term rental street address;
    - (ii) The emergency contact information for summoning police, fire, or emergency medical services;
    - (iii) The floor plan indicating fire exits and escape routes;
    - (iv) The maximum occupancy limits; and
    - (v) The contact information for the operator or designated contact.
- (2) Short-term rental platforms must provide short-term rental operators with a summary of the consumer safety requirements in subsection (1) of this section.

(3) For a first violation of this section, the city or county attorney must issue a warning letter to the owner or operator. An owner that violates this section after receiving a warning letter is guilty of a class 2 civil infraction under chapter 7.80 RCW.

[ 2019 c 346 § 3.]

**The Applicant shall be responsible for the preparation of all application materials including any special studies and reports. At any point during the application review process additional information may be requested as deemed necessary by the city.**

**ADDITIONAL PERMITS MAY BE REQUIRED**