

12835 Newcastle Way, Suite 200, Newcastle, WA 98056 www.newcastlewa.gov

# **Short-term Rental** APPLICATION FORM

Short-term Rentals

## Short-term rentals are dwelling units that are rented or otherwise let out for any form of compensation for a period of less than 30 days. They do not include motels and hotels ([NMC 18.06.557](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle1806.html)). Non-hotel listings on platforms such as Airbnb and VRBO are examples of the concept. Requirements for short-term rentals can be found in [NMC 18.30.140](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle1830.html).

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email [permit@newcastlwa.gov](mailto:permit@newcastlwa.gov)

**Project Information**

Permit Number and/or Associated Permit Number(s) (if known):Click here to enter text.

Project Name: Click here to enter text.

Parcel Number(s): Click here to enter text.

Applicant Name:Click here to enter text.

Applicant Email:Click here to enter text.

Applicant Phone Number:Click here to enter text.

Emergency Contact Name:Click here to enter text.

Emergency Contact Email:Click here to enter text.

Emergency Contact Phone Number:Click here to enter text.

**Applicant’s Submittal Requirement Checklist and Descriptions**On the following pages you will find descriptions of the required items

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | N/A | Requirement Description |
|  |  |  | **Owner Occupancy.** Will the short-term rental operator be one of the home’s principal residents? |
|  |  |  | **Safety Equipment:** Will fire extinguishers and carbon monoxide detectors be present in the unit? |
|  |  |  | **Additional Parking:** Can you provide one additional off-street parking space beyond standard requirements for your home (a rental will require 3 total spaces for single family detached and townhomes, 2 for a studio or one bedroom apartment, 3 for two bedroom units and larger)? |
|  |  |  | **Location in Principle Structure:** Short-term rentals are not allowed in Accessory Dwelling Units (ADUs). Will your short-term rental be in an ADU? |
|  |  |  | **Minimum Rental Stay:** Will you not allow rental stays of less than 2 nights? |
|  |  |  | **Contact information affirmation:** I affirm that the above contact information is correct and promise to provide updated information to the City should there be any changes. I further affirm that my emergency contact resides no further than 15 miles away from Newcastle. |
|  |  |  | **Renter Contact Disclosure:** I promise to share my and my emergency contact’s information with renters upon their booking my unit. |
|  |  |  | **License and Inspection Agreement:** I agree to apply for a renew a business license application with the City and renew it annually. |
|  |  |  | **Inspection Permission:** I consent to city inspections as necessary to verify compliance with the above requirements. |
|  | | | |

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.