

# SHORT-TERM / BED and BREAKFAST RENTAL SUBMITTAL CHECKLIST (New and Renewal)

Use this checklist if you are submitting an application for the issuance of a Short-term / Bed and Breakfast Rental License, whether it is a new application or a renewal.

Please include all of the following documentation as part of your application submittal.

\_\_\_ New Application

\_\_\_ Renewal Application

\_\_\_ \*Short-term / Bed and Breakfast Rental license application form. **(submitted yearly)**

\_\_\_ Scaled site plan identifying all offstreet parking for residents and guests and

\_\_\_ Scaled site plan identifying the location of exterior refuse containers.

\_\_\_ **If applicable**, response to neighborhood complaints regarding short-term / bed and breakfast rental operations received in the last 12 months.

\_\_\_ \*Floor plan identifying all rooms in the home or structure and their uses, exits, egress route(s), and the location of fire extinguisher(s). **(submitted yearly)**

\_\_\_ \*Proof of annual fire inspection. (submitted yearly)

\_\_\_ **If applicable**, a Snohomish County Department of Health Food Service Establishment Permit.

\_\_\_ Documentation on the suitability from the Snohomish County Department of Health of the septic system.

\_\_\_ **\*If applicable**, a signed letter from an officer of the condominium/homeowners association approving the use of the unit as a short-term rental. **(submitted yearly)**

\_\_\_ \*Copy of a recent Town of Darrington bill to confirm refuse collection through the Town's contract waste hauler. **(submitted yearly)**

\_\_\_ \*Signed and notarized original Agent Authorization form if someone other than the property owner is applying for the license. **(submitted yearly)**

\_\_\_ \*All applicable State of Washington licenses.

\_\_\_ \*Town of Darrington business license.

\_\_\_ Copy of rental agreement form.

\*When submitting a renewal application please submit yearly documentation.