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## VACATION HOME RENTAL APPLICATION CHECKLIST

**Instructions:** Please ensure that all of the following conditions have been met **before** submitting the *Vacation Home Rental Permit Application* form. A property inspection appointment will be scheduled with the local representative upon receipt of the *Vacation Home Rental Permit Application* form to verify that all of the conditions have been met. If you have any questions or if you need further information, please contact Westport City Hall at (360) 268-0131 M-F 8:30 AM to 5:00 PM.

- (1) **Occupancy.** Maximum occupancy of the rental shall be based on the International Building Code standards. The property owner shall be responsible for ensuring that the dwelling unit is in conformance with its maximum occupancy (Maximum occupancy will be set by the building inspector when the *Vacation Home Rental Permit Application* form is received).

Please indicate the following:

Number of: Living Room(s) \_\_\_\_\_ Den/Family Room(s) \_\_\_\_\_ Bedroom(s) \_\_\_\_\_

Building Total Square Footage \_\_\_\_\_

- (2) **Parking.** At least one additional off-street parking space shall be provided for the vacation rental use, in addition to all other parking required for the dwelling. Parking on-site along the front property line shall not exceed 40% of the front yard frontage. The number of vehicles at a vacation rental residence shall not at any time exceed the number of available parking spaces on the subject property. However, this limitation shall not apply to "Condominium dwellings".

- (3) **Signage.** With the exception of the Mixed Use Tourist Commercial zoning district, no outdoor advertising signs related to the vacation dwelling shall be allowed on the site. All signage within the Mixed Use Tourist Commercial zoning district shall comply with the provisions of Chapter 15.16 of the Westport Municipal Code.

- (4) **Solid waste collection.** Weekly solid waste collection is required during all months.

- (5) **Local property representative.** Where the property owner does not reside full-time within 50 miles driving distance of Westport, a local property manager shall be designated. The local property manager shall reside full-time within 50 miles driving distance from Westport. The local representative or property owner shall be responsible for responding to complaints about the rental. The name, address, and telephone contact number of the property owner or local representative shall be kept on file at the City of Westport. Additionally, a notice that states the name, address, and telephone number of the property owner or local representative will be sent to all property owners within 150 feet of the vacation rental property. If the local representative changes, the owner of the vacation rental property shall be required to send out new notices to all property owners within 150 feet of the subject property.

Within 50 Driving Miles?  Yes  No

Notification Sent To Adjacent Property Owners?  Yes  No

- (6) **Informational sign.** A sign shall be posted conspicuously inside the dwelling to provide information on maximum occupancy, location of off-street parking, contact information for the property owner or local representative, evacuation routes, and the renter's responsibility to not trespass on private property or to create disturbances.

Sign Location: \_\_\_\_\_

- (7) **Other standards.** The vacation rental dwelling shall meet all applicable requirements of the zone in which it is located, including but not limited to setbacks, maximum height, and lot coverage standards.

# Vacation Home Rental Permit Application City of Westport

Rental of Residential Dwellings for Periods of Less than 30 Days  
Ordinance 1384/Westport Municipal Code, Chapter 17.22

## Applicant Information:

*Please Print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

## Property Information:

*Please Print*

Vacation Home Rental Address: \_\_\_\_\_

Number of On-Site Parking Spaces Provided : \_\_\_\_\_  
\_\_\_\_\_

## Property Owner Information:

*Please Print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

## Local Representative Information:

*Please Print*

Name: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Phone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Street Address: (Required) \_\_\_\_\_

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

The local representative must permanently reside within 50 vehicular miles of the City of Westport, or be a licensed property management company with a physically staffed office within 50 vehicular miles of the City of Westport. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for vacation home rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.

*By signing below, the property owner acknowledges that he/she has read, fully understands and agrees to comply with the standards of Chapter 17.22 of the Westport Municipal Code regarding the vacation home rental of dwelling units.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

City of Westport Use: Rcvd: \_\_\_\_\_ By \_\_\_\_\_

Action Taken: Approved \_\_\_\_\_ Denied \_\_\_\_\_ By \_\_\_\_\_

# BUSINESS LICENSE APPLICATION

**City of Westport**  
P.O. BOX 505  
WESTPORT, WA 98595  
PHONE: (360) 268-0131 FAX: (360) 268-0921

BUSINESS NAME \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

OWNERS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

OWNERS DRIVERS LICENSE NUMBER \_\_\_\_\_

OWNERS ADDRESS (MAILING) \_\_\_\_\_

BUSINESS ADDRESS (MAILING) \_\_\_\_\_

BUSINESS ADDRESS (PHYSICAL) \_\_\_\_\_

FEDERAL ID NUMBER \_\_\_\_\_ STATE ID NUMBER \_\_\_\_\_

STATE CONTRACTORS LICENSE NUMBER \_\_\_\_\_

**VENDORS ONLY: LOCATION**  
ANNUAL LICENSE - \$300.00 the first year, \$250.00 for annual renewal.

**SEAFOOD BUYERS:** BOND POSTED \_\_\_\_\_ DATE \_\_\_\_\_

ANNUAL BUSINESS LICENSE FEE IS \$50.00

I hereby understand that purchasing a business license to operate a business inside the city limits of Westport is on a yearly basis and obligates me to pay quarterly Excise Tax (Business & Occupation). Rates are as follows:

- a) Service and all other Retailing: .005 of gross income for the quarter.
- b) Wholesale Manufacturing: .0035 of gross income for the quarter.
- c) Quarterly statements must be signed and returned regardless of income earned for each quarter. Please review your excise tax statement penalty section for additional information.
- d) A penalty may be assessed for conducting business without a current business license.

I also verify that the information concerning my business is factual and I also understand that if I change business type in any way at the same location, I will notify the City at once. Let it be known, that if you have falsely represented your business in any way, or are operating in a zone restricting your business type, your license will be promptly revoked.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Official use only:</b>
Zoning: Approved _____ Denied _____ Code Enforcement Official _____
Fire/Safety: Approved _____ Denied _____ Fire Chief _____
Reason for denial (see attached document(s))