



PORT ANGELES
WASHINGTON, U.S.

Short-Term Lodging (STL) Regulations and Licensing

AGENDA



1

INTRODUCTION

Who we are and how we can help

2

BACKGROUND

Overview on short-term lodging

3

FAQ

Commonly asked questions on STLs

4

APPLICATION

Information you'll need to apply

5

ONLINE PORTAL

How-to guide for the licensing portal

6

LOTTERY

Overview of the selection process

7

FINAL STEPS

Payment, inspection, and licensing

8

Q&A

Your questions, answered



SECTION 1 Introductions

INTRODUCTIONS



SHANNEN CARTMEL

Deputy Director of
Community Services &
CED Manager



CHRIS JACKSON


Short-Term Lodging
Administrator &
Building Inspector




TRISTON CARLSTROM

Short-Term Lodging
Technician

CONTACT US

 City of Port Angeles
321 East 5th Street
Port Angeles, WA 98362

 STL@cityofpa.us

 (360) 417-4785





SECTION 2
Background

BACKGROUND

History of Short-Term Rentals

In 2017, Ordinance #3577 was passed by the Port Angeles City Council.

This ordinance provided a definition for Short-Term Rentals (STRs) for the first time in our City's history.



BACKGROUND

This ordinance listed Short-Term Rentals as an allowed use in the following zones:

- Residential Medium-Density (RMD)
- Residential High-Density (RHD)
- Commercial Zones, except for Commercial Office, where Short-Term Rentals require a Conditional Use Permit



BACKGROUND

In 2020, the City contracted with Madrona Law Group to examine the entirety of the Port Angeles Municipal Code. The purpose was to ensure its compliance with state and federal law, and:

Eliminate Outdated Provisions

Identify and remove antiquated provisions that no longer serve the needs or requirements of our city.

Modernize the Code

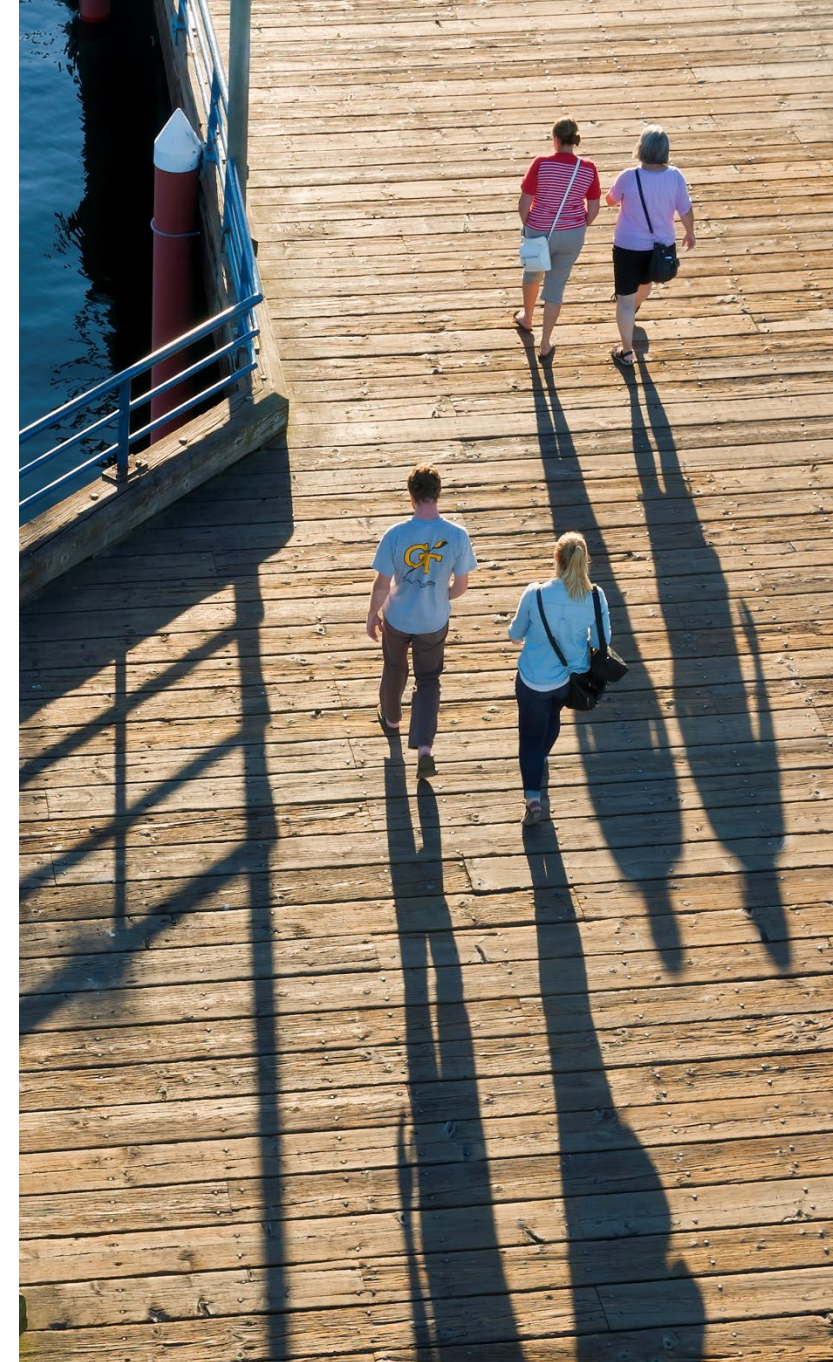
Add new provisions that enhance the overall wellbeing, safety, and quality of life for the residents of our city.

BACKGROUND

Public Feedback

As part of the code examination and update, a community survey conducted by the City in 2021 yielded feedback on several critical issues.

The regulation of Short-Term Rentals was included, and 55% of respondents felt that some regulation of STRs was necessary.



2024 Municipal Code Update

1

The 2017 code needs updating with improved and transparent rules.

2

A set of standards, including fire and life-safety inspections are needed.

3

A license fee should be implemented.

BACKGROUND



Regulatory Development

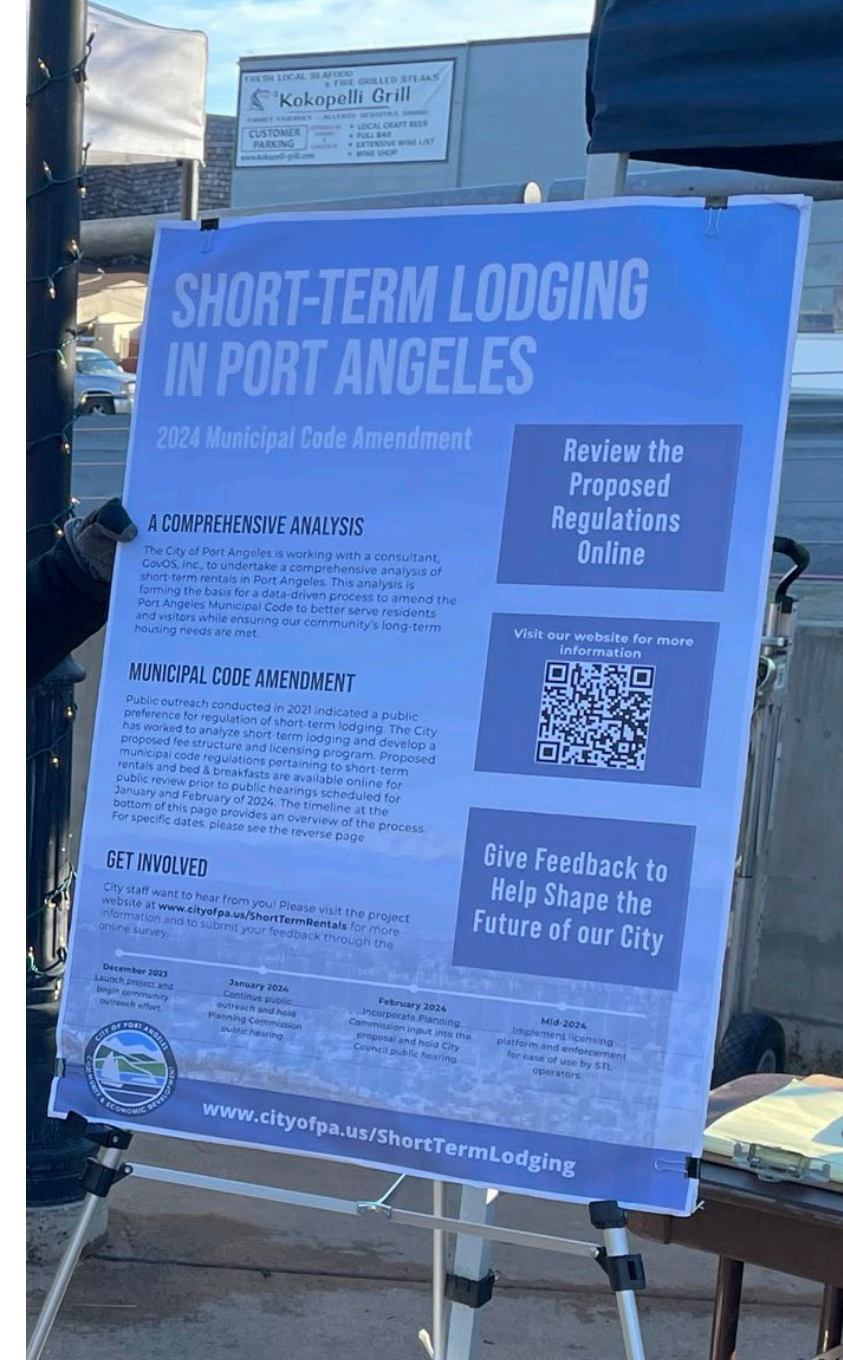
In December 2023, the City proposed platform-based regulations for short-term rentals and bed-and-breakfast operations, including a proposed fee structure and licensing program.

BACKGROUND

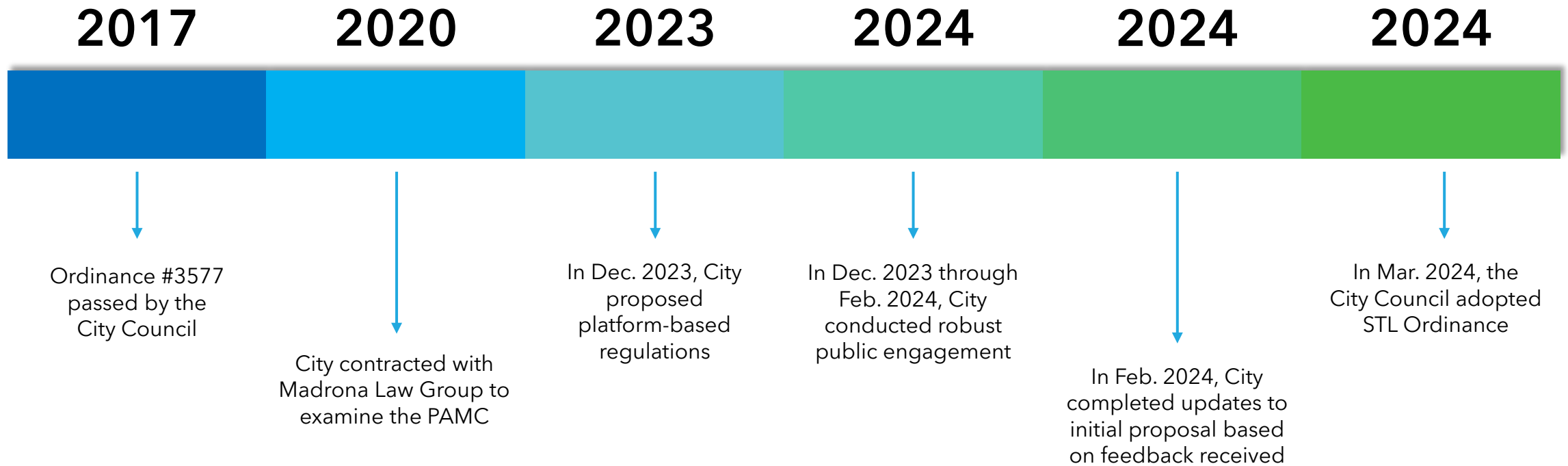
Ordinance Adoption

After receiving feedback from both the community and the Planning Commission, City staff made several updates to the initial draft proposal.

The updated proposal was presented to the City Council for consideration February 20, 2024. A second reading and adoption of the ordinance occurred on March 6, 2024.



BACKGROUND



Next Steps for Short-Term Lodging



July 01

Launch Online
Licensing Portal



August 01

Application
Deadline



October 01

Conduct Lottery
Selection



Nov 01

Begin Code
Enforcement



SECTION 3
**Frequently
Asked
Questions**

Why are business licenses needed for short-term lodging?

Licensing aids in the effective regulation of short-term lodging properties. Licenses ensure basic safety precautions are met, protect the public, and help manage the impacts of short-term lodging operations on our neighborhoods.

Is the City eliminating short-term rentals in Port Angeles?

No. The City's licensing and inspection process serves to mitigate owner/operator liability and ensure the safety of guests.

What do STL, STR, and BNB mean?

- STL stands for "Short-Term Lodging."
- STR stands for "Short-Term Rental."
- BNB stands for "Bed and Breakfast."

What is a Bed and Breakfast (BNB)?

The Municipal Code defines Bed and Breakfast (BNB) as a lodging use where rooms are provided to guests by an onsite, resident bed and breakfast operator or owner for a fee by prearrangement on a daily or short-term basis. Breakfast and/or light snacks may be served to those renting rooms.

What is a Short-Term Rental (STR)?

The Port Angeles Municipal Code defines a Short-Term Rental (STR) as a dwelling unit used as temporary lodging for a fee, and for a rental period of less than thirty (30) continuous days. STRs are classified as either "Type I" or "Type II."

What is a Type I Short-term Rental (STR)?

“Type I” is a Short-Term Rental at a dwelling that is the owner or lessee’s principal residence, where rooms are rented, and the owner or designated lessee is present during the rental period.

What is a Type II Short-Term Rental (STR)?

“Type II” is a Short-Term Rental at a dwelling unit that is not the owner’s or lessee’s principal residence.

In what zones are there restrictions on short-term rental operations?

For **“Type I”** STRs, there are no restrictions on the location or number of short-term rentals.

For **“Type II”** STRs, there are no location-based restrictions. However, there is a citywide cap of 200 business licenses.

If I currently operate multiple STRs, can I submit multiple applications for the lottery?

No, the Council-adopted language specifically allows:

- One unit to be permitted per Short-Term Rental Business License.
- One Short-Term Rental Business License to be issued per owner.
- One Short-Term Rental Business License to be issued per parcel.

Can my spouse own one short-term rental, and can I own another?

No. The approved ordinance allows for one short-term rental business license issued per family.

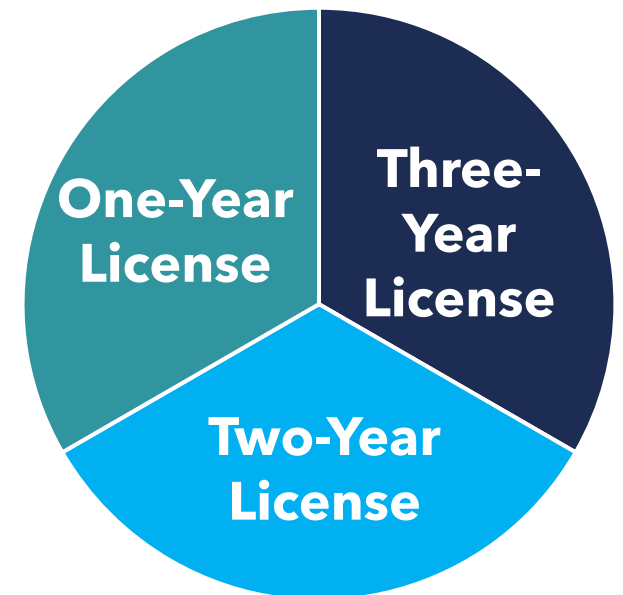
Can an LLC operate multiple short-term rental properties?

No, LLCs and other ownership structures cannot be used to operate multiple rentals.

How often will I need to renew my business license and inspection?

Varied-term business licenses and inspections will be issued at one-, two-, and three-year increments.

One-third of licenses issued will be for three years. The second third will be for two years. The final third will be for one year. All renewals will be for 3 years.



Why are business licenses being issued in varying increments?

This will help to avoid a bottleneck when reviewing and approving renewal licenses in future years, ensuring a smooth process for both the owner/operator and permitting staff.

What is the fee for a new or renewal business license and inspection?

TYPE	1-YR FEE	2-YR FEE	3-YR FEE
Type I Short-Term Rental Business License and Inspection	\$285.30	\$570.60	\$855.90
Type II Short-Term Rental Business License and Inspection	\$475.50	\$951.00	\$1,426.50
Bed and Breakfast Business License and Inspection	\$475.50	\$951.00	\$1,426.50

Who is included as part of the Short-Term Rental Lottery?

Type II **Standard** Short-Term Rentals (those who are currently operating non-compliant or new short-term rental properties).

What is considered as “compliant” before July 1, 2024?

Compliant Short-Term Rentals are those operating in the allowed zones per the 2017 code.

What happens if my name is not drawn during the October 1st Lottery?

Following the October 1st lottery drawing and should licenses become available, the City will conduct a second lottery selection on November 1st.

Do I need an inspection for my short-term lodging operation?

Yes, all short-term lodging owners or authorized agents must obtain a fire life-safety inspection for each new or renewed license application. This inspection is conducted by the City of Port Angeles.

If my property fails the inspection, is there an opportunity for re-inspection?

Yes. If the inspection fails, the Inspector will go over next steps with you, including any necessary repairs and how to schedule a re-inspection.

When must I obtain General Liability Insurance for my short-term rental?

At the time of application, we ask that STR applicants provide an estimate for General Liability Insurance provided by an insurance company. This is to ensure the property being proposed as a short-term rental is insurable. If the property is chosen in the lottery and passes inspection, then we will require proof of General Liability Insurance.

How will enforcement work?

Beginning November 1, platforms, owners, authorized agents, and/or operators in violation of Port Angeles Municipal Code Chapters 17.23 and 17.24 may be issued a citation, notice of violation and order to cease, and/or any notice of daily fines.

What are the violations and fines?

VIOLATIONS

1st Violation of PAMC 17.23 and .24	\$500.00
2nd Violation of PAMC 17.23 and .24	\$1,000.00
3rd + Subsequent Violations of PAMC 17.23 and .24	\$3,000.00

DAILY FINES - ONCE NOTICE OF VIOLATION AND ORDER TO CEASE ISSUED:

Daily Fee for the first 14 days	\$500.00 per day
Daily Fee for each day after 14 days	\$1,000.00 per day

FREQUENTLY ASKED QUESTIONS

You can find the answers to even more “Frequently Asked Questions” on our Short-Term Lodging website: www.cityofpa.us/ShortTermLodging



SECTION 4 **Application**



APPLICATION

Registration Letter

A unique account number and activation code is required to complete the application process.

Owners/operators of active short-term lodging properties have been mailed a letter containing this information.

Didn't Receive a Letter?

Please contact us to receive your unique account number and activation code.



APPLICATION

Preparing to Apply

To obtain a short-term lodging business license, all owners and operators must submit a complete application with the following attachments.

1

Site Plan, Drawn to Scale

Show entire dwelling unit used for the STL with dimensions, all other structures, parking, entrance and exits. Can be hand-drawn.

2

Floor Plan, Drawn to Scale

Show structural dimensions, square footage, locations for smoke and CO detectors, fire extinguishers, and ingress/egress areas. All rooms and sleeping locations must be marked. Can be hand-drawn.

3

General Liability Insurance

*Proof of General Liability Insurance (\$1,000,000 minimum for Short-Term Rentals).

APPLICATION

Preparing to Apply

To obtain a short-term lodging business license, all owners and operators must submit a complete application with the following attachments.

4 Property Insurance
Proof of property insurance.

5 WA Master Business License
Copy of the owner or operator's Washington State Master Business License.

6 Proof of Ownership
Proof of ownership (i.e. Articles of Incorporation, etc.) including a copy of the Recorded Deed or Property Tax Record.

7 Good Neighbor Policy
Signed copy at the time of application. This document must also be posted at the property.

APPLICATION

Type II (Priority) Short-Term Rental Applicants

To be considered “Priority,” applicants must also provide documentation that demonstrates your property was an active, compliant short-term rental as of July 1, 2024.

Booking History

Copy of the operating year’s rental log, including the price per night, per rental; and the total price charged for each stay. Printouts from licensed platforms are sufficient.

Lodging Tax History

Documentation showing the lodging tax paid to the State of Washington for the previous year of operation.

APPLICATION

Data Privacy

The City of Port Angeles does **not** require information on specific guests, nor their names, addresses, emails, or any other personal information.

Why Booking History?

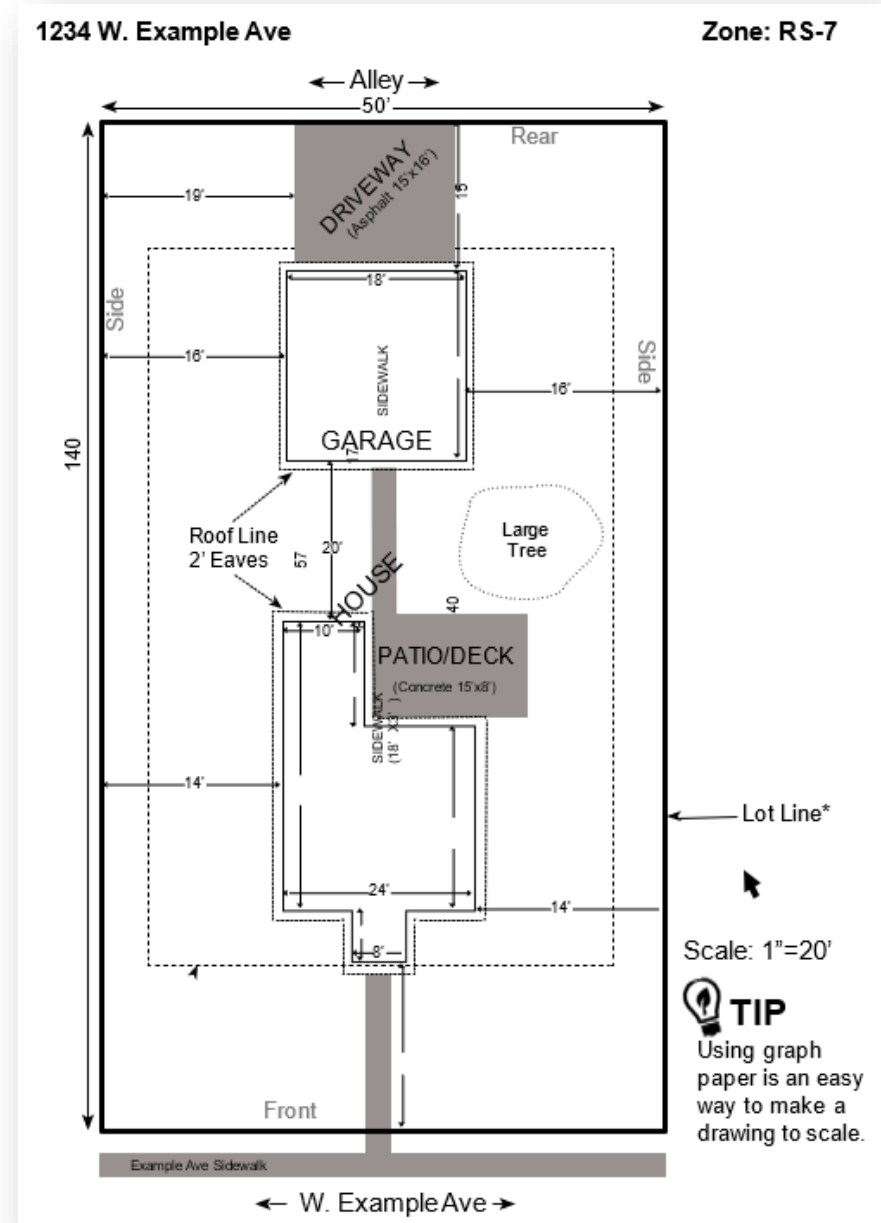
This information demonstrates previous operations and is necessary for platform-based enforcement and compliance

Why Lodging Tax History?

This information helps to ensure owners are operating legally and paying the appropriate lodging taxes.

MAKING A SITE PLAN

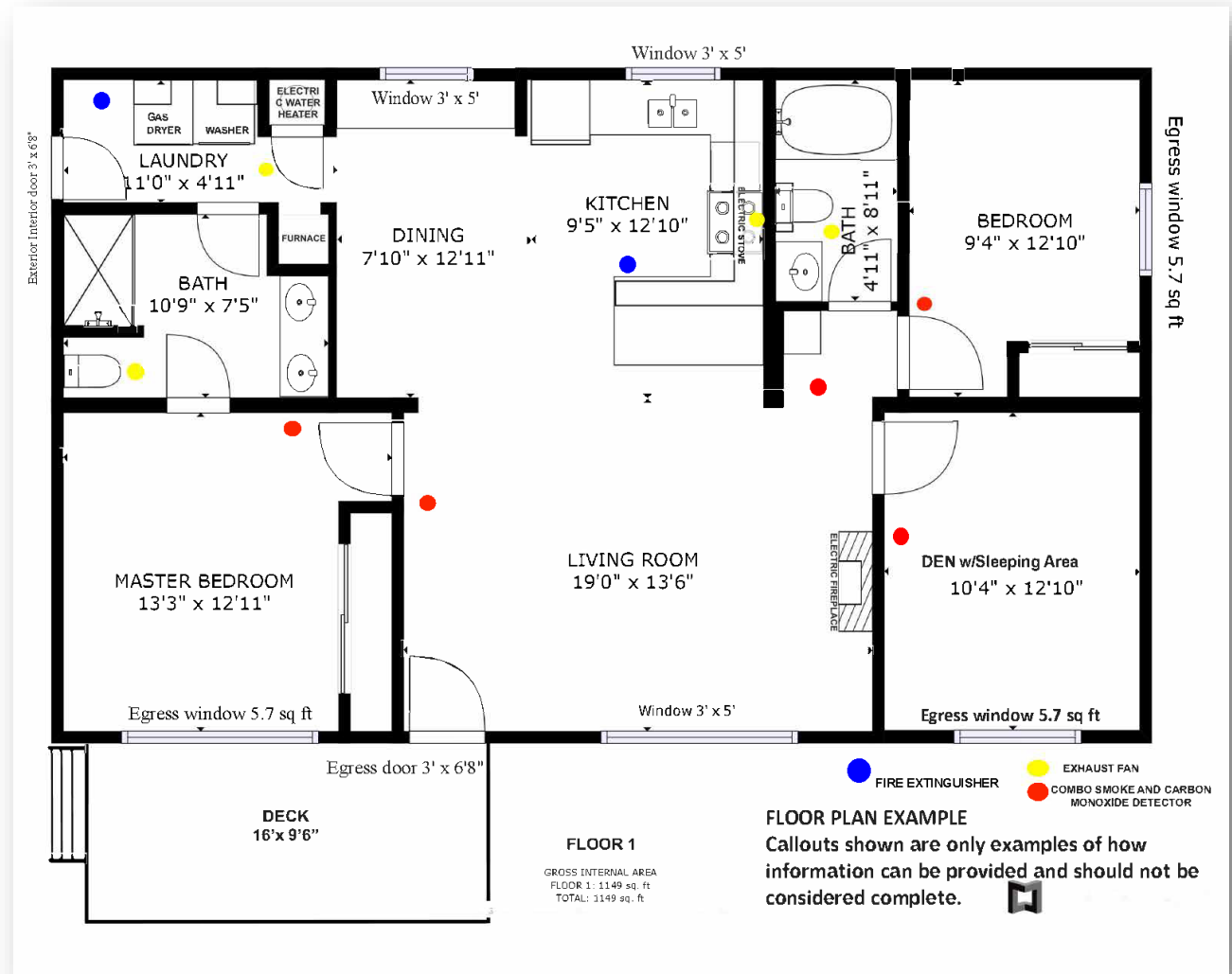
A site plan is a top-down or bird's eye view of a property that is drawn to scale. A helpful guide for creating your own site plan is available on the City's website at cityofpa.us/ShortTermLodging



MAKING A FLOOR PLAN

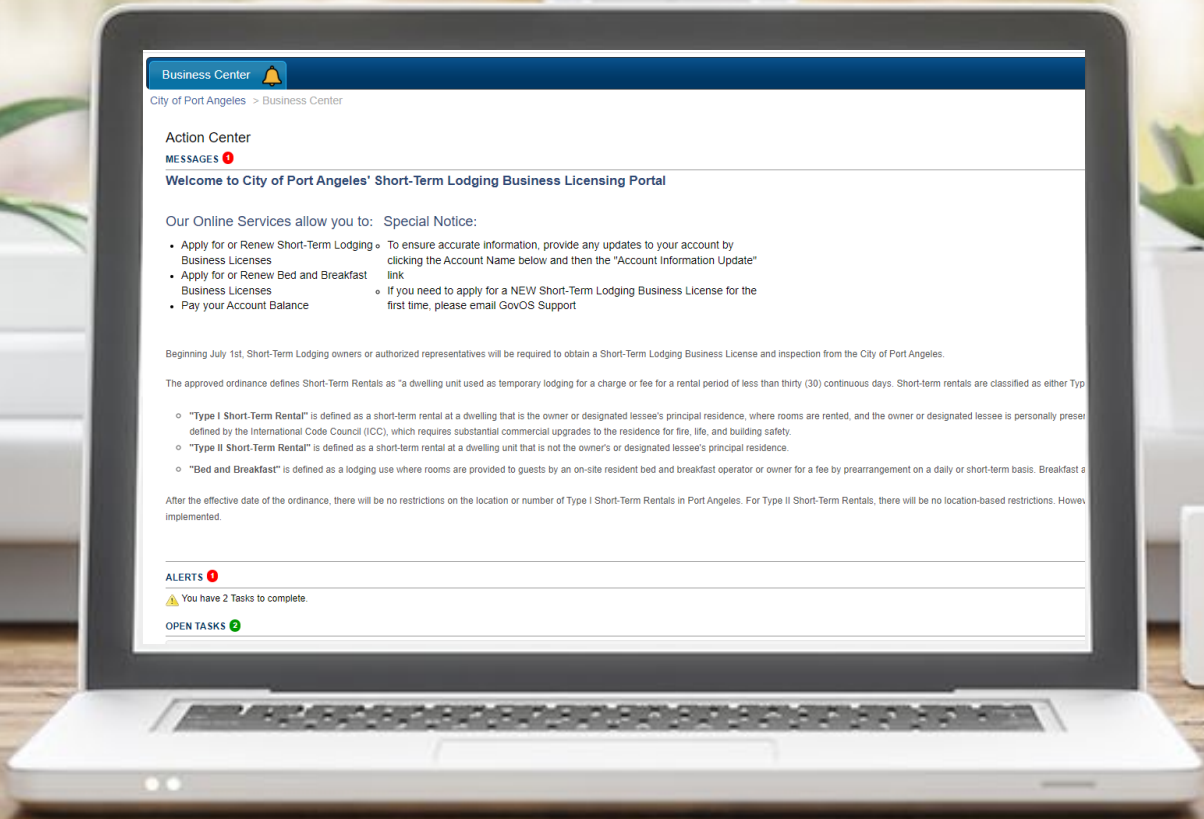
While the site plan focuses on the exterior structures of a property, a floor plan is for the interior mapping. A helpful guide for creating your own site plan is available on our website:

cityofpa.us/ShortTermLodging



SECTION 5

Using the Portal



Business Center

City of Port Angeles > Business Center

Action Center

MESSAGES

Welcome to City of Port Angeles' Short-Term Lodging Business Licensing Portal

Our Online Services allow you to: Special Notice:

- Apply for or Renew Short-Term Lodging Business Licenses
 - Apply for or Renew Bed and Breakfast Business Licenses
 - Pay your Account Balance
- To ensure accurate information, provide any updates to your account by clicking the Account Name below and then the "Account Information Update" link
- If you need to apply for a NEW Short-Term Lodging Business License for the first time, please email GovOS Support

Beginning July 1st, Short-Term Lodging owners or authorized representatives will be required to obtain a Short-Term Lodging Business License and inspection from the City of Port Angeles.

The approved ordinance defines Short-Term Rentals as "a dwelling unit used as temporary lodging for a charge or fee for a rental period of less than thirty (30) continuous days. Short-term rentals are classified as either Type

- "Type I Short-Term Rental" is defined as a short-term rental at a dwelling that is the owner or designated lessee's principal residence, where rooms are rented, and the owner or designated lessee is personally present defined by the International Code Council (ICC), which requires substantial commercial upgrades to the residence for fire, life, and building safety.
- "Type II Short-Term Rental" is defined as a short-term rental at a dwelling unit that is not the owner's or designated lessee's principal residence.
- "Bed and Breakfast" is defined as a lodging use where rooms are provided to guests by an on-site resident bed and breakfast operator or owner for a fee by prearrangement on a daily or short-term basis. Breakfast is

After the effective date of the ordinance, there will be no restrictions on the location or number of Type I Short-Term Rentals in Port Angeles. For Type II Short-Term Rentals, there will be no location-based restrictions. However, implemented.

ALERTS

You have 2 Tasks to complete.

OPEN TASKS

GETTING STARTED

To access the online licensing portal, please visit the web address provided in your registration letter:
cityofpa.munirevs.com

Log In

Please enter your email address and password to log in.

Email Address:

Password:

[Forgot your password?](#)



New user? [Register here!](#)

If you need assistance, see the [FAQ](#).

GETTING STARTED

To register for GovOS, or register a new email address, please complete these steps:

1. Enter your email address below.
2. Open your inbox to read the email that will be sent to you containing the instructions.
3. Click the link in the email received in Step 2 above.
4. Complete your User Profile.
5. Verify your Account Profile by entering your GovOS Account Number and Six Digit GovOS Activation Code.

If you are changing your email address, please enter the NEW email address you would like to register below.

Email Address

Email Address (Required)

GETTING STARTED

Action Center

MESSAGES **1**

Welcome to City of Port Angeles' Short-Term Lodging Business Licensing Portal

Our Online Services allow you to:

- Apply for or Renew Short-Term Rental Business Licenses
- Apply for or Renew Bed and Breakfast Business Licenses
- Pay your Account Balance
- Update Account Information: Click the Account Name below and then "Account Information Update" link
- Apply for a New Short-term Lodging Business License: Email: STL@cityofpa.us

GETTING STARTED

ALERTS 1



You have 1 Task to complete.

OPEN TASKS 1

Sally Smith's Business

Bed and Breakfast Business License Application

▶ [Read Bed and Breakfast Business License Application Checklist \(new\)](#)

GETTING STARTED

The screenshot displays a web portal interface with two tabs: "Transaction Activity" (selected) and "Informational Activity". Below the tabs, the "Transaction Activity" section is visible, containing a table with the following structure:

Action	Status
Older	

The table content is significantly obscured by a large, semi-transparent "Older" watermark. A scroll bar is visible at the bottom of the table area.

GETTING STARTED

Manage Your Account(s)

Print your [Business License](#), or make [account changes](#) by clicking on your account(s) below.

Account Name	DBA	Account #
 Sally's Short-Term Rental	Sally Smith	00001

▶ [Add or remove](#) accounts from your user login by clicking here.

SUBMITTING AN APPLICATION

ALERTS 1

 You have 1 Task to complete.

OPEN TASKS 1

Sally Smith's Short-Term Rental Business

New Short-Term Rental Business License Application

 [Read Short-Term Rental Business License Application Checklist \(new\)](#)



SUBMITTING AN APPLICATION

CITY OF PORT ANGELES

Short-Term Rental Business License Application Checklist

00001

Sally Smith's Short-Term Rental Business

Please Read

Welcome to the City of Port Angeles' Short-Term Lodging (STL) Business Licensing Portal.

This checklist is a reference guide to assist you in the application process. All items listed below must be completed to obtain a Short-Term Rental Business License/Inspection and operate in the City of Port Angeles:

1. Complete and submit a Short-Term Rental Business License Application.
2. Upload a site plan, drawn to scale.
3. Upload a floor plan, drawn to scale.

SUBMITTING AN APPLICATION

CITY OF PORT ANGELES

Short-Term Rental Business License Application

00001

Sally Smith's Business

Period: 06/07/2024 Due: 06/18/2024 Current Time: 06/07/2024 06/07/2024 Late: NO

Short-Term Rental Business License Application

City of Port Angeles

Community and Economic Development Department

Business Information:

Business Name: *

Sally Smith's Business

Doing Business As (Rental Title):

Sally's Short-Term Rental

Date When Business Started: *

01/01/2019

Type of STR License applying for: *

Type II (Unhosted) STR

Number of Bedrooms: *

2

Maximum Occupancy for the property: *

6

SUBMITTING AN APPLICATION

Owner Contact Information:

Owner Name: *

Sally Smith

Owner Phone Number: *

360-111-2222

Owner Email Address: *

sallysmith@test.com

Mailing Address: *

123 Test Street

Unit/Suite:

Mailing City: *

Port Angeles

Mailing State: *

Washington

Mailing Zip Code: *

98362

Physical Address:

Physical Address: *

789 Example Road

Unit/Suite:

Physical City: *

Port Angeles

Physical State: *

Washington

Physical Zip Code: *

98363

SUBMITTING AN APPLICATION

Property Management Information:

Do you use a Property Management Company for your Short-Term Rental Property? *

Yes No

If you answered "Yes" to the question above, please fill out the fields below:

Property Management Company Name:

Property Management Contact Name:

Property Management Phone Number:

Property Management Email Address:

Property Management Website/URL:

SUBMITTING AN APPLICATION

Applicant Acknowledgement and Signature

I certify and acknowledge under the penalty of perjury under the laws of the State of Washington that I have read and understand [Port Angeles Municipal Code Chapter 17.23](#) and the requirements detailed above. I further understand that any Short-Term Rental Business License will be issued subject to continuing compliance with these requirements and that failure to comply may result in sanctions up to and including revocation of the Short-Term Rental Business License

Name (as electronic signature): *

Title: *

Date Signed: *

Save & Exit

Print

Submit



UPLOADING DOCUMENTS

- Site Plan Drawn to Scale

Document Uploader

Upload required: Site Plan*

Upload a site plan drawn to scale, of the property, showing the entire dwelling unit used for the short-term rental or bed and breakfast including all other structures, parking, entrance and exit locations, and other relevant information.

The owner or authorized representative may either produce this item or hire a consultant. A consultant is not required. This item may be hand-drawn to scale; there is no requirement for a computer-generated site plan unless the owner or authorized representative prefers this method.

[Example available here](#)

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

UPLOADING DOCUMENTS

- Site Plan Drawn to Scale
- Floor Plan Drawn to Scale

Document Uploader

Upload required: Floor Plan*

Upload a floor plan drawn to scale that includes:

1. Structure and room dimensions throughout the entire dwelling unit and the square footage
2. All smoke and carbon monoxide alarm locations
3. All ingress or egress areas with dimensions
4. All rooms shall be labeled
5. All sleeping accommodations shall be clearly marked, including any accommodation outside the bedroom.

The City has the right to deny sleeping accommodation outside of a designated bedroom for fire, health, and life safety. If an area is prohibited from sleeping, the license shall clearly state the condition.

A consultant is not required. This item may be hand-drawn to scale; there is no requirement for a computer-generated floor plan unless the owner or authorized representative prefers this method.

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

UPLOADING DOCUMENTS

- Site Plan Drawn to Scale
- Floor Plan Drawn to Scale
- General Liability Insurance

Document Uploader

Upload required: Poof of General Liability Insurance*

If you are a new short-term rental, and do not yet have a GL policy, please upload an estimate from your insurance company demonstrating the ability to obtain the appropriate policy.

If you are applying for a **short-term rental**: The insurance policy shall explicitly state the use is a short-term rental and be in the amount not less than \$1,000,000.00. *(per rcw 64.37.050)*

If you are applying for a **bed and breakfast**: The insurance policy shall explicitly state the use is a bed and breakfast.

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

UPLOADING DOCUMENTS

- Site Plan Drawn to Scale
- Floor Plan Drawn to Scale
- General Liability Insurance
- Property Insurance

Document Uploader

Upload required: Proof of Property Insurance*

Please upload proof of property insurance.

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

UPLOADING DOCUMENTS

- Site Plan Drawn to Scale
- Floor Plan Drawn to Scale
- General Liability Insurance
- Property Insurance
- State of Washington Master Business License

Document Uploader

Upload required: Washington State Master Business License*

Please upload a copy of the property owner's Washington State Master Business License.

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

UPLOADING DOCUMENTS

- Site Plan Drawn to Scale
- Floor Plan Drawn to Scale
- General Liability Insurance
- Property Insurance
- State of Washington Master Business License
- Proof of Ownership

Document Uploader

Upload required: Proof of Ownership*

Please upload proof of ownership: Copy of Recorded Deed or Property Tax Record.

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

UPLOADING DOCUMENTS

- Site Plan Drawn to Scale
- Floor Plan Drawn to Scale
- General Liability Insurance
- Property Insurance
- State of Washington Master Business License
- Proof of Ownership
- Good Neighbor Policy

Document Uploader

Upload required: Good Neighbor Policy *

Upload a signed copy of the Good Neighbor Policy.

Please download policy for Short-Term Rentals [HERE](#)

Please download policy for Bed and Breakfasts [HERE](#)

This policy shall be posted at the site after City review and approval.

Once you submit this task, you cannot return to this screen

Please upload the appropriate documents for this task. Documents may be in any of the following formats, .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx, .csv, .txt and limited to 10.00 MB in size per file. Files will be automatically uploaded upon selection. Please press "Submit" when you have provided all of the documents/files requested.

Drag and drop files onto this window to upload

OR

Select Files to Upload

SUBMITTING AN APPLICATION

Thank you for submitting the requirements for your short-term lodging business license application.

To complete your application, please read and submit the below.

Next steps:

1. City Staff will review all documents.
2. Additional information will be requested by staff as needed.
3. Once application is deemed complete, Type I Short-Term Rental and Bed and Breakfast applicants will proceed to Step 2 (Pay Fee and Schedule Site Inspection)
4. Type II Short-Term Rental Business Licenses will be issued first to those operating compliant Short-Term Rentals on or before June 30, 2024. Those applicants will be prompted to provide documentation demonstrating use of the property as a Short-Term Rental.
5. Remaining Type II Short-Term Rental applications will be assembled for lottery selection and notified by August 1, 2024 if moving forward.
6. If selected in lottery, Type II Short-Term Rental applicants will proceed to Step 2 (Pay Fee and Schedule Site Inspection)
7. Once Fee and Inspections are completed in GovOS, the City will perform final application review for License approval
8. If approved or denied, you will receive a notification from the City.

If you have any questions while your application is pending, please email us at STL@cityofpa.us

Once you submit this task, you cannot return to this screen

Save & Exit

Print

Submit

SUBMITTING AN APPLICATION

ALERTS **0**

 You have 0 Tasks to complete.

OPEN TASKS **1**

Sally Smith's Business

New Short-Term Rental Business License Application

 Pending Approval: Step 1: Business License Application Review (new)

SECTION 6 Lottery



LOTTERY

License Allocation

Per the Council-approved ordinance, a total of 200 Type II Short-Term Rental Licenses will be available beginning July 1.

LOTTERY

Type II Licenses will be issued first to “Priority Applicants,” which are those currently operating compliant short-term rentals as of July 1, 2024.

Priority Applications

Applicants currently operating compliant STRs as of July 1. Must provide booking history and proof of lodging taxes paid.

Standard Applications

Applicants that are either (1) out of compliance as of July 1, or (2) that are a brand-new short-term rental operation.

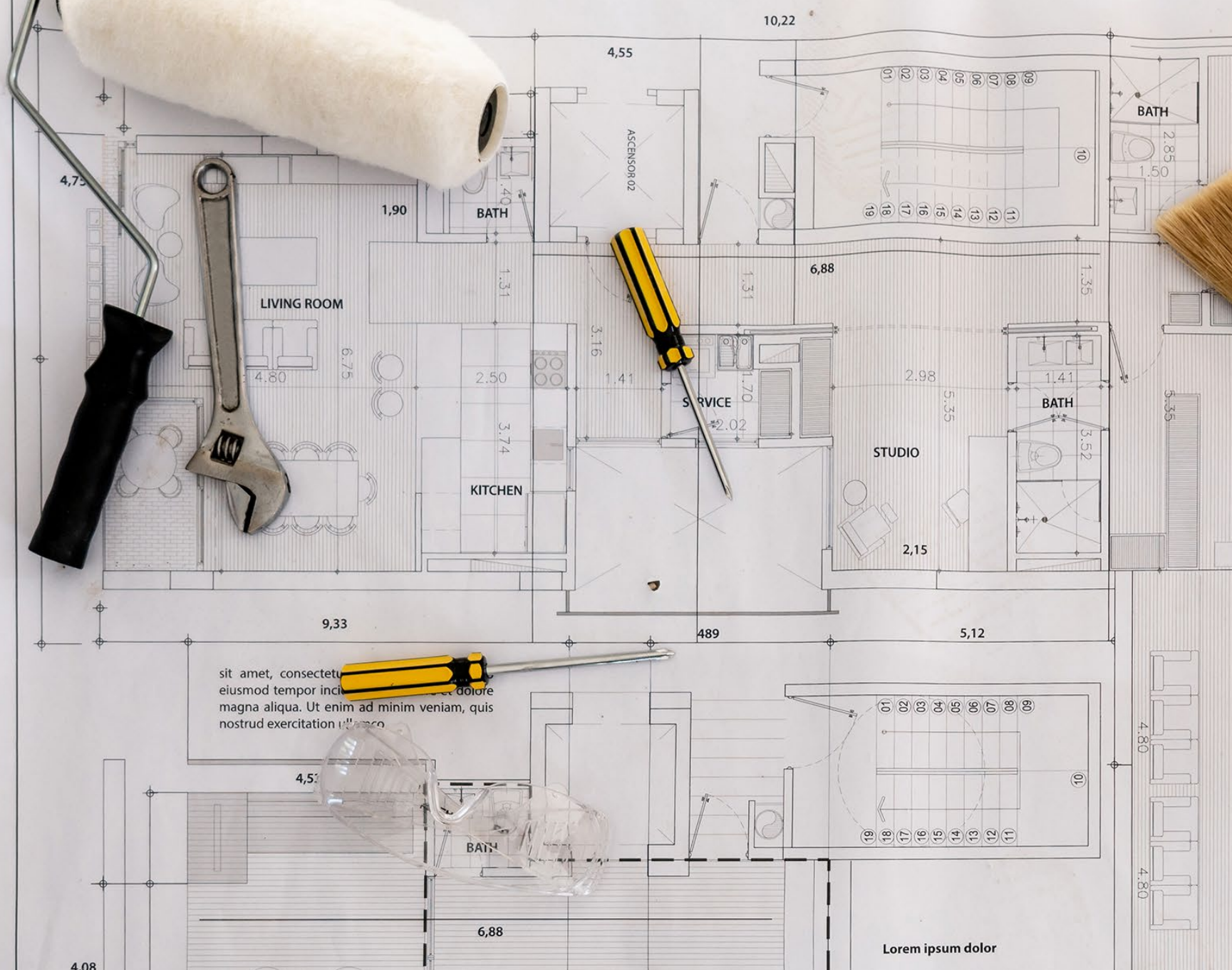
LOTTERY

The lottery will take place and selected applicants will be notified on October 1.

If licenses remain available after October 1, a second lottery selection will be held on November 1 for new or waitlisted applicants.

SECTION 7

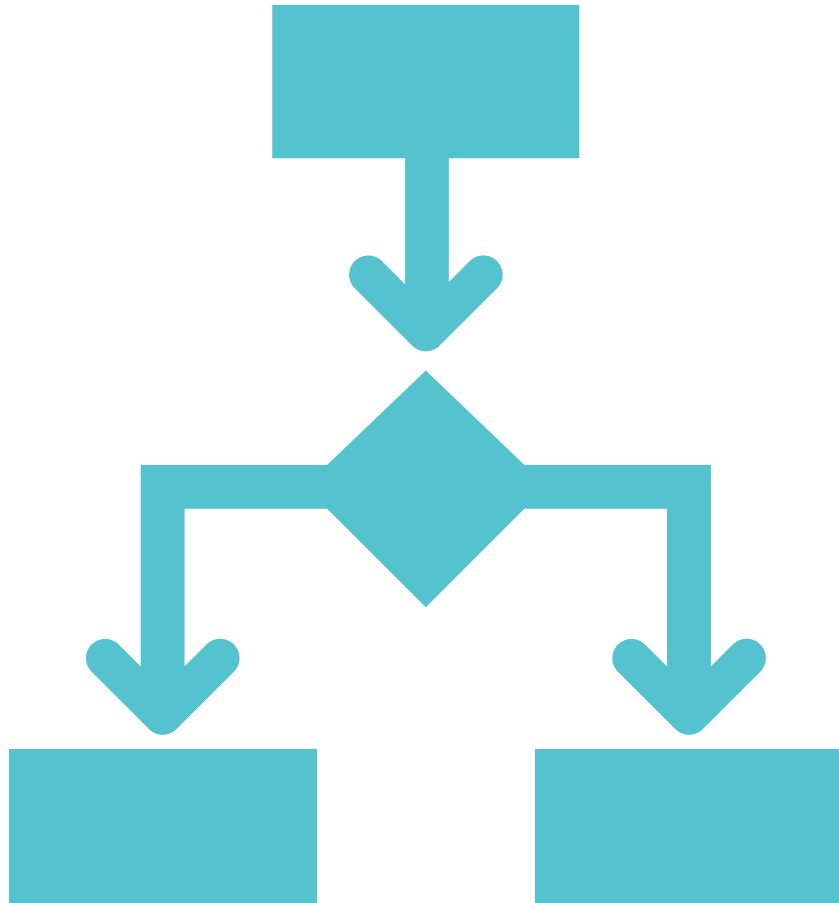
Inspection, Payment & Licensing



sit amet, consectetur
eiusmod tempor inci... dolore
magna aliqua. Ut enim ad minim veniam, quis
nostrud exercitation...

Lorem ipsum dolor

807 Lorem i
sit amet, consec
eiusmod tempor
magna aliqua. Ut



PAYMENT

Once the application is deemed complete, applicants may proceed with the next step, which is payment of the business license and inspection fee.

For Type II Standard STRs, payment will occur after the applicant is selected in the lottery.

PAYMENT

ALERTS 1

 You have 1 Task to complete.

OPEN TASKS 1

Sally Smith's Business

Step 2: Type II Business License Fees + Inspection

▶ Pay Type II Short-Term Rental Business License Fee (pending)



PAYMENT

CITY OF PORT ANGELES

Type II Short-Term Rental Business License Fee
000016
Sally Smith's Business

Fee Required

The City charges \$475.50 annually for a Type II Short-Term Rental Business License, which covers the cost of inspection. Reinspection fees at the rate of \$95.10 an hour may apply.

Business licenses and inspections will be available at one-, two-, and three-year increments. Your fee amount will indicate the term of your license and inspection.

Annual Renewal fee: \$475.50
2 year Renewal fee: \$951.00
3 year Renewal fee: \$1426.50

Once payment is completed, please return to the Business center where you will find instructions to schedule your Fire Life-Safety Inspection.

Total Business License and Inspection Fee Due:

1426.50

Save & Exit

Print

Submit

PAYMENT

Cart Items

FORM UPDATED – PLEASE CONTINUE WITH CHECKOUT TO FINALIZE TRANSACTION – THIS MUST BE DONE FOR ZERO RETURNS

Type I Business License/Inspection Fee [\(remove\)](#)
Sally Smith's Business

due	\$ 1,426.50
6/18/24	
Total (US Dollars)	\$ 1,426.50

Back to Business Center

Payment Method

PAYMENT

Payment Method

Please select your payment method: *

- Bank Account.
- Credit Card.

Pay with Credit Card

Note: You have chosen to pay by credit card.

Dispute or cancellation of this transaction may cause your account to become delinquent and penalties & interest may apply.

By clicking the Pay Now button, you, Jessica Straits, authorize City of Port Angeles to charge your account on 06/07/2024 in the amount of US Dollars

The maximum credit card payment allowed is \$5,000.00

Please print this page for your records prior to proceeding.

[Back to Business Center](#)

[Back to Cart](#)

[Pay Now](#)



INSPECTION

Next Step

Once payment is complete, you will be prompted to schedule your Fire Life-Safety Inspection.



INSPECTION

All short-term lodging applicants must obtain a fire-life safety inspection, as conducted by the City of Port Angeles.

Scheduling

Can be scheduled online (cityofpa.us/ShortTermLodging) after application is complete and the license fee is paid.

Important Note

The applicant must be present during the inspection process.

INSPECTION

Inspection Checklist

Outlines requirements for inspection process and helps owners/operators to make any necessary, minor improvements to become compliant.



Short-Term Lodging Inspection Checklist

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

PERMITTING AND BUILDING INSPECTION DIVISION DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT	Short-Term Lodging Inspection Checklist	
Applicant/Owner Name _____ Applicant Property Address _____ Applicant Phone _____ Applicant Email _____ Type (circle one): Bed and Breakfast • Type I Short-Term Rental • Type II <i>Priority</i> Short-Term Rental • Type II <i>Standard</i> Short-Term Rental Parcel # _____	Inspector _____ Date _____	
A valid short-term lodging business license or an identified location for the valid short-term lodging business license is in a clear location in the dwelling.	Pass	Fail
The good neighbor policy is posted in a clear location in the dwelling.	Pass	Fail
The floor plan with all egress, fire extinguishers, and fire alarms identified is posted in a clear location near the main egress in the dwelling.	Pass	Fail

Codes referenced:

International Property Maintenance Code (IPMC), International Residential Code (IRC), Port Angeles Municipal Code (PAMC), International Swimming Pool and Spa Code (ISPSA)

***All items listed are subject to field approval and/or the Unsafe Conditions IPMC 304.1.1, as outlined on Page 7 of this checklist. If this document conflicts with any of the adopted codes, the code shall prevail.**

***Please attach additional violation information on separate page(s)**

EXTERIOR		
Item / Code Section	Description	Inspector Use Only
Exterior Stairway IPMC 304.10	If applicable, guards, handrails, and stairs are functional and secure.	Pass Fail
Balcony, Deck, Porch IPMC 304.10, IPMC 304.1.1.12, IPMC 306.1.1, IRC R311.5	If applicable, guards, handrails, decks, exterior landings, balconies, and stairs are functional and secure.	Pass Fail

INSPECTION

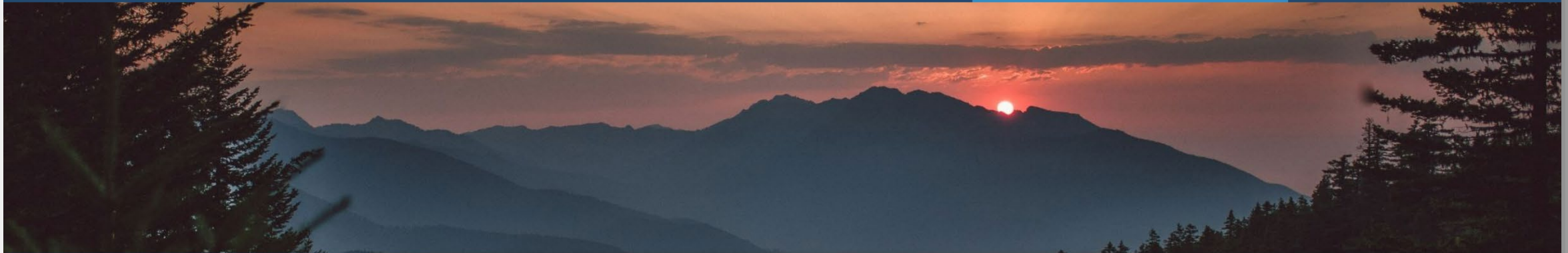
GOVERNMENT

DEPARTMENTS

BUSINESS

COMMUNITY

HOW DO I...



Fees and Penalties

Ordinance History

Fire and Life-Safety
Inspections

[Home](#) > [Business](#) > Short-Term Rentals

Short-Term Lodging in Port Angeles

Short-Term Lodging Ordinance Adoption

On March 6, 2024, Port Angeles City Council voted to adopt a Short-Term Lodging Ordinance. The approval establishes new regulations and fees for short-term rental and bed-and-breakfast operations, scheduled to take effect July 1, 2024.

Contact Us

**Community & Economic
Development**

Physical Address

321 East 5th Street
Port Angeles, WA 98362

INSPECTION

1. During the onsite inspection, the Inspector will complete the Inspection Checklist Form.
2. Before departing, the Inspector will review their findings with the applicant. The applicant will receive an emailed copy of those findings.
3. If **passed**, the Inspector will inform the applicant of the next step, which is to upload the completed form to the Licensing Portal.
4. If **failed**, the Inspector will advise the applicant on next steps to make repairs and schedule a re-inspection.



INSPECTION

To obtain final approval from the City of Port Angeles, applicants must upload their passing inspection form to the Licensing Portal.



LICENSING

Final Step


Once your inspection is complete, the City will perform a final review prior to license approval and issuance.



LICENSING

Manage Your Account(s)


Print your **Business License**, or make **account changes** by clicking on your account(s) below.

Account Name	DBA	Account #	Code
 Sally Smith's Business	Sally's Short-Term Rental	00001	J3CN9N

▶ **Add or remove** accounts from your user login by clicking here. 

LICENSING

Licenses

License	Status	Issued	Exp	
Type II Short-Term Rental Business License	Approved	5/16/24	TBD	

LICENSING

Your license must be displayed in a prominent location inside the property, along with a copy of your signed Good Neighbor Policy.

CITY OF PORT ANGELES
License # 00010
This Facility is Being Operated as a

TYPE II SHORT-TERM RENTAL

Under Chapter 17.23 of the Port Angeles Municipal Code

Issue Date: 05/01/2024
Expiration Date: 05/01/2027
Business Address:
123 STREET, PORT ANGELES, WA 98362
Owner(s): STR

The fire life safety review for this short-term rental is limited to basic fire life-safety inspection, including but not limited to 911 locator consistency, handrails, guardrails, egress, ingress, exterior safety lighting, smoke and carbon monoxide detection and warning, repair of any notably dangerous building concerns, and pool safety regulations. The short-term rental business license inspection is not to be construed to be an exhaustive review of all potential life/safety issues that may be present in the facility. By accepting and utilizing the short-term rental license issued by the City or utilizing the licensed short-term rental, the owner, authorized agent, a short-term rental platform, guest, short-term rental operator, or any other person with internal egress to hold the City harmless in the event of any damage, property damage, personal injuries and any other monetary or liabilities occurring from the short-term rental.

**THIS SHALL BE DISPLAYED CONSPICUOUSLY IN THE RENTAL
NON-TRANSFERRABLE**

QUESTION AND ANSWER




Call-In Users
Please dial *3




Web Users
Please use the "Raise Your Hand"
feature in WebEx



CONTACT US

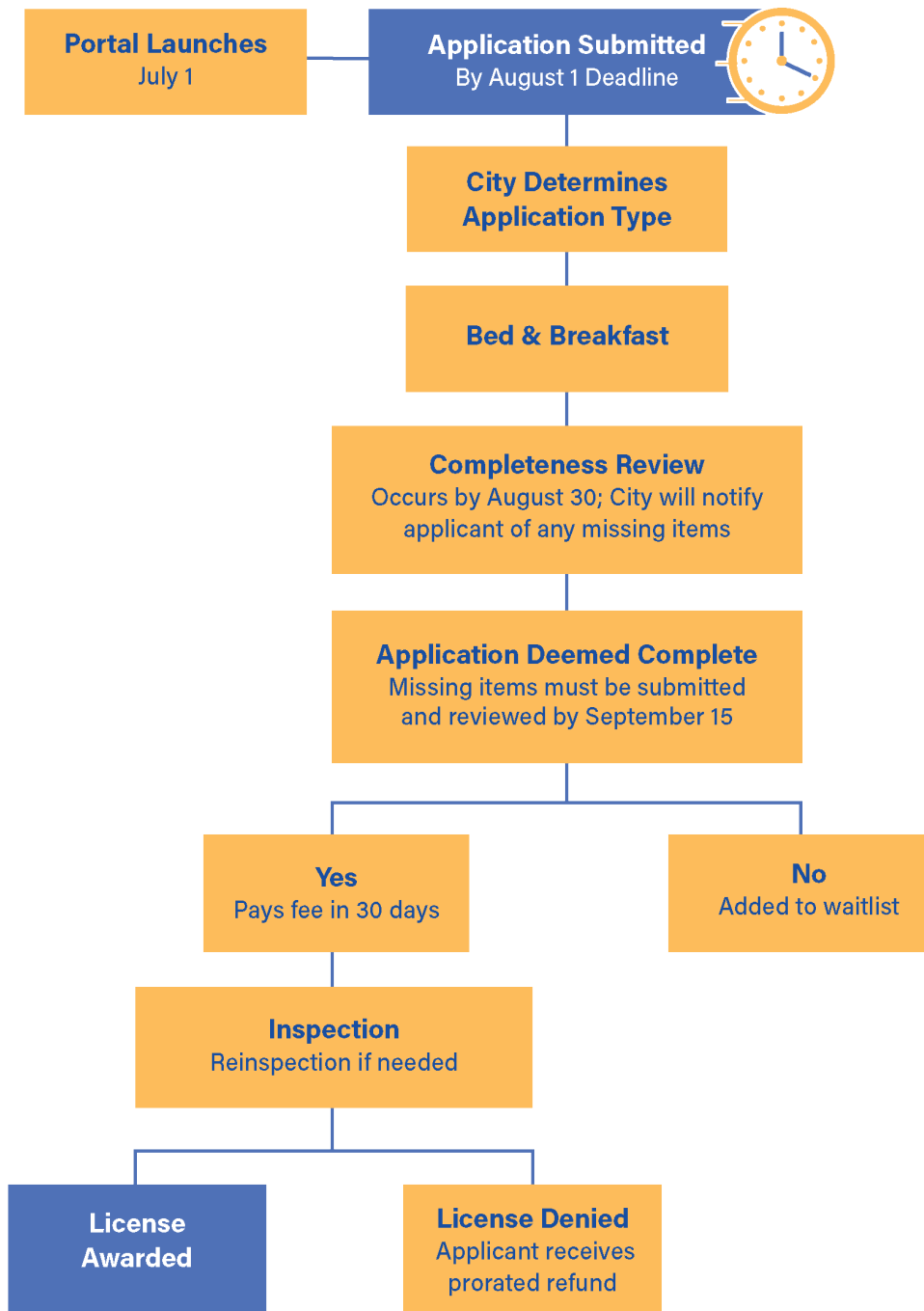
 City of Port Angeles
321 East 5th Street
Port Angeles, WA 98362

 STL@cityofpa.us

 (360) 417-4785



THANK YOU



Bed and Breakfast (BNB)

Application Process

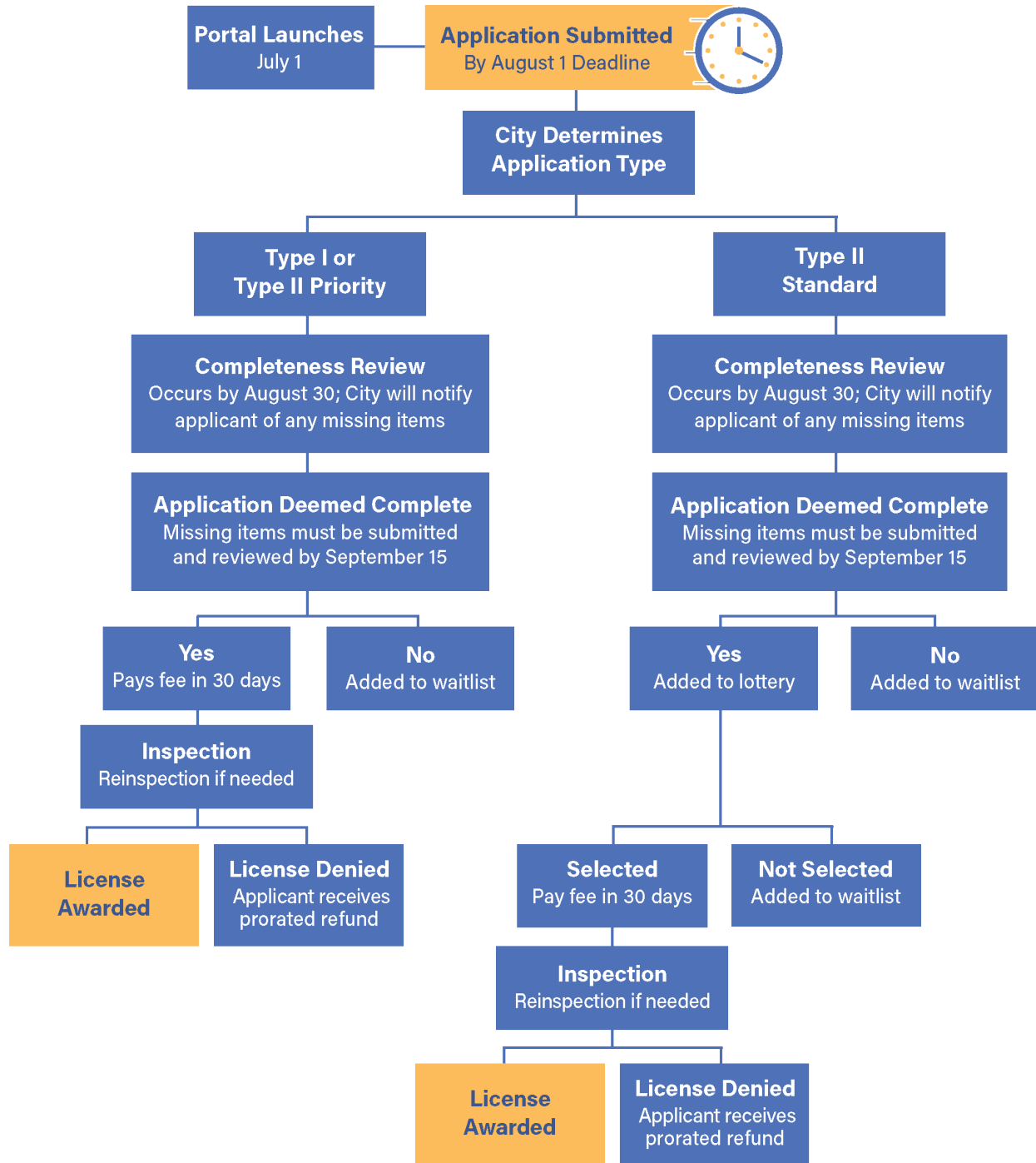
August 1 Deadline: Applications submitted after the deadline will be placed on a waitlist.

We are here to help. For more information on short-term lodging, please visit our website or contact the Department of Community & Economic Development.

Phone: 360-417-4STL (4785)

Email: STL@cityofpa.us

Web: cityofpa.us/ShortTermLodging



Short-Term Rentals (STR)

Application Process

August 1 Deadline: Applications submitted after the deadline will be placed on a waitlist.

Type II Priority: Type II Licenses will be issued first to applicants operating pre-existing, compliant Short-Term Rentals as of July 1.

Type II Standard: A lottery selection will be conducted on October 1 for all remaining Type II Licenses, including those operating non-compliant or new Short-Term Rental properties.

Type II Standard applications received between July 1 and August 1 will be added to the Lottery Pool. Applications received after August 1 will be placed on a waitlist.

If licenses remain available after the lottery, a second lottery selection will be held on November 1 for remaining applicants on the waitlist.