



ANNUAL VACATION RENTAL PERMIT

Per Chelan County Code 11.23.040

Chelan County Department of Community Development
 316 Washington St, Suite 301 • Wenatchee • WA 98801
 509-667-6225 • Fax 509-667-6475

New Application Renewal

All permits expire December 31 of the year issued.

Staff Initials: _____ Date Received: _____ Permit No. _____

Parcel Number (APN): _____	Lot Size: _____ (acres)
Parcel Address: _____	

PROPERTY OWNER(S): _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

E-mail: _____

AGENT: _____

Company Name: _____ Address: _____

City/State/Zip: _____ Phone: _____

E-mail: _____ License No. _____

Number of Bedrooms available to be rented: _____	Septic Permit Number: _____
Sewer District: _____	Water Source: _____

PLEASE FILL OUT THE FOLLOWING QUESTIONS:

1. Year around solid waste receptacles and pick-up is provided by: _____
2. Number of off-street parking spaces located outside the front yard setback: _____ (One parking space is required for each two rented bedrooms.)
3. Local contact information: Name: _____
 Phone No's. Home: _____ Cell: _____
 Address: _____
 Email: _____
 (Vacation rentals shall provide a local contact person (within a one hour drive) 24 hours a day seven (7) days a week. Contact information shall be provided to the adjacent properties, the Manson Community Council, District No. 5 Fire Chief, and the Chelan County Sheriff.)
4. Unified Business Identifier (UBI) No: _____ Business Licensing Applications for UBI #'s can be requested at www.dol.wa.gov

I (We) certify under penalty of perjury and under the laws of the State of Washington the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) certify that I (We) am the owner of the property or have been given authorization from the property owner to obtain this permit. I (We) further agree to comply with the International Building, Residential, Fire, Mechanical, Plumbing, and all applicable Chelan County Codes. I (We) hereby acknowledge and understand the above stated code requirements and agree to comply with Section 11.23.040, Chelan County Code.

Owner/Agent Signature: _____ Date: _____

⤵ FOR OFFICIAL USE ONLY ⤵

Submittal Fees Paid:\$ _____	Check #:	Receipt #:	Date Paid:
Permit Center Approval	Date:		



CHELAN COUNTY OVERVIEW SHEET FOR VACATION RENTALS LOCATED WITHIN MANSON URBAN GROWTH AREA (UGA)

OVERVIEW:

The purpose of this overview sheet is to help provide information regarding Chelan County Code requirements for vacation rentals located within the Manson Urban Growth Area (UGA). On December 28, 2009, Resolution 2009-162 was passed by the Board of Chelan County Commissioners, which now require vacation rentals located within the Manson Urban Growth Area (UGA) to submit an annual vacation rental permit in accordance with standards found under Section 11.23.040(3) Vacation Rentals, Chelan County Code.

General Description of Code Requirements found in Section 11.23.040(3) Vacation Rentals:

1. Vacation Rentals are defined as, "vacation rentals, any unit being rented for less than thirty (30) consecutive days."
2. Annual Vacation Rental permits are required for those vacation rentals defined in Section 11.23.040(3) Vacation Rentals, Chelan County Code.
3. Noise emanating from any use shall be muffled so as to not become objectionable due to intermittent beat, frequency or shrillness. The sound measured at the lot line shall not exceed fifty (50) decibels between the hours of Ten (10) P.M. and Seven (7) A.M. **Note:** Decibel readers are not required, but owners/agents may want to consider installing an onsite decibel reader for monitoring purposes.
4. Vacation rentals shall maintain the character of the surrounding neighborhood by providing the following:
 - a. Year-round solid waste receptacles/pickup service. Trash cans on the right-of-way should be removed within twenty-four hours of pickup.
 - b. Off-street parking space outside the required setbacks for each two (2) rented bedrooms.
 - c. Ensuring noise from vacation rental is muffled and will not exceed fifty decibels between the hours of 10:00 P.M. through 7:00 A.M.
 - d. Provide local contact information to adjacent properties, Manson Community Council, District No 5 Fire Chief, and the Chelan County Sheriff.
5. Fees for the Annual Vacation Rental Permit: \$100.00
6. Violations shall be process through the Title 16, Chelan County Code.

After filling out the Annual Vacation Rental Permit application and signing, please enclose the permit fee and mail in, or submit to the Office of Chelan County Department of Community Development, 316 Washington Street, Suite 301, Wenatchee, WA, 98801, between the hours of 8:00 A.M. and 5:00 P.M., Monday through Thursday, except holidays.