



SHORT TERM RENTAL SUBMITTAL AND RENEWAL CHECKLIST

All applications must be submitted *electronically* by following the steps listed below:

- First-time users must create an online account at the Citizen Connect, log-in and apply for any permit.
- Log-in and follow the prompts to fill in the required information on the application.
- Submit your application and upload the required items from the checklist depending on project. City staff will check for completeness; this can take up to 3 business days.
- An email response will be sent to you letting you know that:
 - More information is needed, or
 - Your application has been accepted and invoiced for payment. You may use a MasterCard or Visa to process your payment.

Electronic Plan Standards:

Files that are improperly named or formatted incorrectly may be rejected during online counter check.

- All plans must be drawn to scale and have a scale noted on each submittal.
- All documents must be uploaded as PDF.
- All plans must be uploaded in Landscape orientation (horizontal position)
- All plans must be named according to the submittal requirements in **Bold** below.
- All plans must be flattened and reduced.

Checklist

1) Type I Application Form & Application fee. Please check one \$510 initial, \$120 renewal). Renewal: if your STR is still compliant with [LSMC 14.44.064](#) and the original approval decision, please check this box, skip items 2-7 and sign below to confirm no changes have been made to the STR. If changes have occurred, please check the applicable box below and provide an explanation by the requirement(s).

2) Short Term Rental Addendum

- Site Plan showing the following:
 - Property boundary lines
 - Structures on site, including those to be rented
 - On-site parking spaces (per [LSMC 14.44.064\(c\)\(5\)](#)). Each space is required to be at least 19 feet long and 9 feet wide.

3) Proof of City Business License

4) Proof of liability insurance (minimum \$1 million per [RCW 64.37.050](#))

5) Draft of Notice to Neighbors to be approved with submittal

6) Completed "Good Neighbor Guidelines"

7) Self-Certification, including photographic evidence of the following:

- I) Fire Extinguisher (min. 1-A:10-B:C rated)



- Within 30' of cooking equipment
- Where combustible or flammable liquids are stored, used, or dispensed (e.g., garages).

II) Smoke Detectors

- Within each bedroom
- In the immediate vicinity outside each sleeping area
- At least one on each habitable floor and no less than 3' from the bathroom

III) Carbon Monoxide (CO) Detectors

- Outside each sleeping area in the vicinity of the bedrooms
- Combination alarms can be used in lieu of separate CO alarms
- Posted Exits

Under penalty of perjury, I hereby certify that the information provided in the application is true and correct. I have received a copy of the Good Neighbor Guidelines and understand that they are applicable to my Short Term Rental and/or Renewal. I am subject to the penalty provision of [LSMC 14.44.064\(f\)](#).

File Number:	Project Name:	Date:
Owner/Operator Name:		
Site Address:		
Owner/Operator Signature:		

Applications are received under the Lake Stevens Municipal Code (LSMC) section [14.44.064](#) Short Term Rentals (STR). Approved STR shall be valid for one year from the date of issuance and renewed annually from the approval date.