



## 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.