



PO Box 308 – 119 North Fourth Street, Skykomish, WA 98288 – (360) 677-2388

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## Town of Skykomish

### Short-term Rental Licensing Guidance

#### To do:

1. Ensure your short-term rental (STR) is allowed by consulting the Town's STR District Capacity Map (attached) which identifies STR Districts A through G and by consulting with Town administration to verify whether the cap in your District has been reached. A designated quantity of STRs is permitted in each district for a total of 18 STRs permitted within Town limits.
2. If you are renewing an existing STR license, re-apply between April 1<sup>st</sup> and April 15<sup>th</sup> of each year for renewal on May 1st.
3. Read, acknowledge, and comply with the Town of Skykomish Municipal Code for Short-term Rentals, SMC 18.16.
4. Pass a Property Inspection for STR License by the Building Department and any other department as appropriate to ensure building, fire, municipal, and health codes.
5. If conducting business under an assumed name (D.B.A. "doing business as"), register the business name with the Secretary of State.
6. Submit a STR license application **with your passed inspection report(s)** and applicable fees to the Town.

#### Short-term Rental License Fee Schedule

1. Initial application
  - License administration fee: \$100.00
  - Property inspection fee: \$500.00
  - Reinspection Fee \$100.00
2. Renewal fee: \$50.00
3. Appeals fees: \$50.00
4. The Skykomish Lodging Tax is 8% of gross revenues and is collected not later than annually by January 28th of the following year. Late fees apply.



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## Property Inspection for STR License

Under Title 18.16 of the Town of Skykomish Municipal Code, it states that prior to applying for a short-term rental license, the applicant shall be required to have the prospective place of business inspected by the appropriate departments of the Town or to ensure compliance with building, fire, municipal and health codes.

Please call 360-677-2388 when you are ready for inspection.

A. **SHORT-TERM RENTALS:** Below is a list of the most common life safety concerns found during STR License inspections within The Town of Skykomish. This list is not inclusive of the Building or Fire Code but only addresses the most common concerns. STRs are required to comply with all applicable codes. Please contact The Town of Skykomish with any questions.

1. Smoke alarms less than ten (10) years old are required in each bedroom, each hallway adjacent to a bedroom and one on each floor, including the basement.
2. Carbon monoxide detectors are required on each floor and in the vicinity of bedrooms.
3. GFCI protected outlets are required within six (6) feet of sinks, bathtubs and hot tubs. Jetted tub motors and hot tub motors must be GFCI protected.
4. Water heaters
  - a. Water heaters must be strapped with approved straps on the top third and bottom third of the tank.
  - b. The water heater expansion tank must also be strapped.
  - c. Proper venting of gas connections is required.
  - d. Clearance of 36 inches in front of the heater/combustion chamber is required.
5. Furnaces
  - a. Furnaces must have required clearances (36 inches in front) and access.
  - b. Correct venting and gas/electrical connections are required.
  - c. Combustion air must be sufficient.
6. Handrails are required on any stairs over three risers.
7. Hot tubs
  - a. Disconnect must be a minimum of five (5) feet but no more than 50 feet away (5 to 50 rule).
  - b. A property with more than two (2) units (e.g., triplexes and condominiums) must have a single shut-off switch to cut all



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- power to the hot tub, even if the tub is private.
- c. Hot tub motors and heaters must be GFCI protected.
- d. Glass within six (6) feet of the hot tub must be tempered.
- 8. Decks and walking surfaces (e.g., stairs, hallways) must have guards if walking surface is 30 inches above the ground or floor. Gaps on all guards cannot exceed six (6) inches on center.
- 9. Windows must be tempered in hazardous or wet locations.
- 10. A fire extinguisher must be provided in each unit. Type 1A:10BC is the minimum size accepted.
- 11. For emergency egress, bedrooms must contain:
  - a. A door to the outside, or
  - b. One window with a minimum opening of 5.7 square feet and no more than 44 inches above the floor
- 12. Fire extinguishers must be serviced and tagged annually.
- 13. The space must have adequate sanitary facilities
- 14. Use as a nightly rental must meet Zoning regulations and the use of the structure.

**Please do a walkthrough of your property before requesting an inspection.** Even if the space has been used before as a nightly rental, it may not have all the updates required to pass inspection.

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Skykomish, WA 98288  
360-677-2388  
[clerk@skykomishwa.gov](mailto:clerk@skykomishwa.gov)



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### Short-term Rental (STR) License Application

Federal ID number \_\_\_\_\_ State UBI number \_\_\_\_\_

DBA \_\_\_\_\_

Sales Tax Registration Number (if applicable) \_\_\_\_\_

STR Address (and District) \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone # \_\_\_\_\_

*If different from Owner:*

Name of Responsible Party: \_\_\_\_\_

Address \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone # \_\_\_\_\_

Maximum Occupancy as determined by a certified septic inspection report: \_\_\_\_\_

Applicant to certify with initials that each of the following Review Criteria listed in SMC 18.10.105.E have been met. By initialing here, applicant agrees to the full text of the SMC, not just what is reproduced here for brevity:



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Applicant Initials	Review Criteria
	a) The responsible party must be available by telephone, or otherwise, twenty-four (24) hours per day, and must be able to respond to telephone inquiries about issues related to the use of the rental within thirty (30) minutes of receipt of such inquiries.
	b) STR shall not exceed maximum capacity at any time as determined by inspection report.
	c) Information sign with all the requirements is posted in the rental.
	d) Applicant ensures appropriate snow removal
	e) Applicant ensures proper trash and garbage management.
	f) No outdoor display of goods and merchandise.
	g) Applicant has obtained a current burn permit for any outdoor burning facilities.
	h) Applicant has provided proof of insurance.
	i) No more than one short-term rental on any parcel of land. Short-term rentals are allowed within the zone and district within the period which the license is applied for.
	j) Parking shall not obstruct traffic, pedestrian circulation, or public safety.
	k) If property shares an access driveway, written consent from the other owner is provided.
	l) Applicant will not use short-term rental for commercial uses not otherwise provided.
	m) No signs permitted unless expressly permitted by the Sign Code.

The applicant has passed and submitted additional reports including but not limited to:

- Property inspection report for short-term rentals

I certify under penalty of perjury and license revocation that I am the authorized representative of the property owner; that I have read, know and fully understand the information and provisions of this license and the accompanying ordinance section governing short-term rentals; that as the legal representative of the property for which application for a short-term rental license is made and acting as agent of the owner of said property, I recognize and understand that residential buildings, which may be used as short-term rentals, including all single-family homes, may not have been constructed in a manner to meet building code requirements for commercial buildings;



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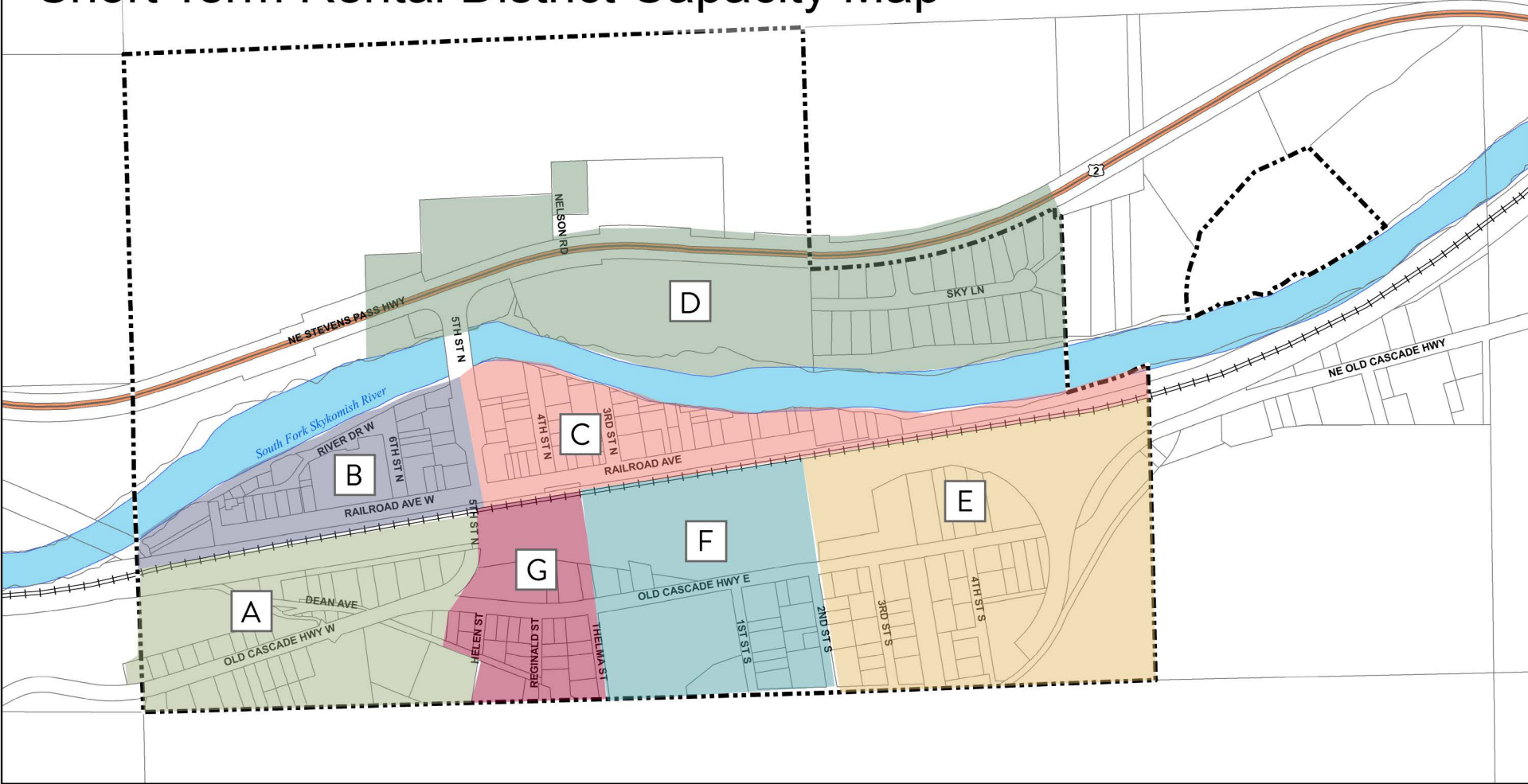
I do herein agree and represent to the Town of Skykomish that said residential unit(s) will not be used for any purpose other than the intended single- family residential use; I certify that the information provided and representations made are complete and correct to the best of my knowledge and my application is in accordance with The Town of Skykomish's ordinances. This license shall be **VOID** if information or representation provided by licensee is incorrect or later changes and I fail to update such information within ten business days of the change of information. 1) That **THIS IS NOT A LICENSE**, but merely an application for a license to do business within the Town of Skykomish. 2) That if my application is approved, I shall be notified and issued a license certificate which must be displayed at my place of business at all times. 3) That all Short-term Rental Licenses expire on April 30th of the year following the year of issuance. 4) That the granting of this license to do business within The Town of Skykomish does not discharge or replace any other licensing or registration requirements I may have under Town, County, State or Federal laws. 5) I hereby acknowledge that approval of this license application does not create liability for the Town of Skykomish and do hereby indemnify, hold harmless, and agree to defend the Town against any claims related to the issuance of this license.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# Short Term Rental District Capacity Map



**LEGEND**  
 Town Boundary  
 Parcel

District	Maximum Allowed Short-Term Rentals
A	3
B	3
C	3
D	3
E	2
F	2
G	2

Zoning information provided by Town of Skykomish.  
 All other mapping information provided by King County, and may not reflect actual or current conditions. Data maintained by King County GIS Center. Land uses and parcel information have not been verified.

Map Date: November 2020

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