



**Skamania County**  
**Community Development Department**  
**Building/Fire Marshal • Environmental Health • Planning**  
Skamania County Courthouse Annex  
Post Office Box 1009  
Stevenson, Washington 98648  
Phone: 509-427-3900 Inspection Line: 509-427-3922

**SHORT-TERM VACATION RENTAL LICENSE  
APPLICATION FORM & INFORMATION PACKET**

**WHAT IS A SHORT-TERM VACATION RENTAL?**

Short-term vacation rentals (STVRs) are defined in Skamania County Code as “a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, a residential accessory building, or portion thereof is offered or provided to a guest by a short-term vacation rental operator for a fee for fewer than thirty consecutive nights.” STVRs are only allowed in conjunction with residential uses in zones where residential uses are allowable.

*Information in this packet does not apply to the operation of short-term rentals within the Columbia River Gorge National Scenic Area. Please see refer to Skamania County Code 22.12.140 for requirements for overnight accommodations within the National Scenic Area.*

**WHAT TYPES OF STRUCTURES OR UNITS QUALIFY AS A STVR?**

Pursuant to SCC 21.70.190(B)(1), the following types of units may operate as a short-term vacation rental:

- **Dwelling Unit:** Any dwelling or part of a dwelling may be operated as a STVR. Whole-house rentals or partial house rentals (such as the renting of individual bedrooms) are allowable.
- **Accessory Dwelling Unit:** Accessory dwelling units may be operated as a STVR. Accessory dwelling units are separate dwelling units that include their own kitchen and comply with SCC 21.70.180.
- **Residential Accessory Building:** Residential accessory buildings such as guest houses or sheds may be operated as a STVR. Residential accessory buildings do not include kitchens; wet bars or kitchenettes without an oven or range are allowable.
- **Park Model Recreational Vehicle:** Park Model RVs or tiny homes licensed by the Washington Department of Labor & Industries may operate as STVRs. No more than two park model RVs can be placed on a property and occupancy is limited to 14 consecutive days and a total of 120 days during a calendar year pursuant to SCC 21.70.120.

Campsites, tents, RVs that are not park model RVs, or any other types of structures not listed are not allowable.

**WHAT REQUIREMENTS APPLY TO STVRs?**

The following requirements in SCC 21.70.190 apply:

- Dedicated on-site parking shall be provided to accommodate all guests.
- The STVR shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health (water and septic), and any other applicable codes. Functioning carbon monoxide detectors and smoke detectors shall be kept in operating order and installed as required by the International Residential Code (IRC). At least one functioning fire extinguisher shall be installed within the STVR.
- Address numbers for the STVR shall be visible from the road.
- The STVR shall be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including but not limited to loud music, loud noises, excessive traffic, loud

and uncontrolled parties, junk/debris/garbage accumulation in the yards, trespassing, barking dogs, or excess vehicles, boats or recreational vehicles parked in the streets in front of the unit. The rental shall not be used at any time to host commercial events, unless the rental is associated with an approved commercial event center.

- Per RCW 64.37.050, a STVR operator must maintain primary liability insurance to cover the STVR in the aggregate of not less than one million dollars or conduct each STVR transaction through a platform that provides equal or greater primary liability insurance coverage.
- Per RCW 64.37.020, STVR operators must remit all applicable local, state, and federal taxes unless the platform does this on the operator’s behalf.

**WHAT ARE THE LICENSE REQUIREMENTS AND FEES?**

All operators of STVRs are required to maintain a short-term vacation rental license. It is a violation of Skamania County Code to rent, offer for rent, or advertise for rent a STVR without first obtaining a STVR license. Licenses must be obtained annually and are effective from the date of issuance through December 31<sup>st</sup> of each year.

- **Notice to Neighbors:** Upon establishment of an STVR, the owner or contact person shall provide a notice to all property owners of record and/or occupants of properties within three hundred feet of the STVR. The notice shall include the telephone number of the owner and contact person. The purpose of this notice is so that neighboring property owners and residents can contact a responsible person to report and request resolution of problems associated with the operation of the STVR.
  - Operators are responsible for providing this notice and ensuring that all properties within 300 ft. are notified. You may use MapSifter [skamaniawa-mapsifter.publicaccessnow.com](http://skamaniawa-mapsifter.publicaccessnow.com) to determine who should receive notice.
  - You may use the attached template or another form to provide this notice.
- **Posting:** Once you receive your license, it must be posted in a conspicuous place in the STVR.
- **Fees:** Annual fees are established by the Board of County Commissioners and are dependent on the type of STVR being licensed. The fees below will increase for STVRs licensed after January 2022.

ANNUAL FEE SCHEDULE		
Tier	Description	Fee
Tier 1	Owner or operator is <b>present on-site</b> during the course of the rental.	<b>\$200</b>
Tier 2	Owner or operator is <b>not present on-site</b> during the course of the rental.	<b>\$300</b>
Tier 3	Any STVR with an allowable occupancy of 15 or more persons, or three or more unique rentals on an individual property, whether or not the owner or operator is present on-site during the course of the rental.	<b>\$500</b>

**READY TO APPLY?**

You can apply and pay for your annual short-term vacation rental license online at [www.skamaniacounty.org/vacationrentals](http://www.skamaniacounty.org/vacationrentals) or by scanning the QR code on this page.

You may also apply by submitting the attached form with payment to the Community Development Department in person at the Courthouse Annex at 170 NW Vancouver Ave, Stevenson, WA, or by mail to PO Box 1009, Stevenson, WA 98648.



# Skamania County Community Development

170 NW Vancouver Ave, PO Box 1009, Stevenson, WA 98648  
Phone: 509-427-3900 • Email: permitcenter@co.skamania.wa.us



## SHORT-TERM VACATION RENTAL (STVR) LICENSE APPLICATION

<b>LICENSE YEAR:</b> 20_____	
<b>VACATION RENTAL ADDRESS:</b>	
Vacation Rental Tax Lot/Parcel #:	
Number of individual STVRs on property:	
Maximum STVR occupancy: (List total combined occupancy if more than one STVR)	
<b>VACATION RENTAL TIER:</b>	
<input type="checkbox"/> <b>Tier 1</b> (\$200 fee) <i>Owner or operator is <u>present on-site</u> during the course of the rental.</i>	
<input type="checkbox"/> <b>Tier 2</b> (\$300 fee) <i>Owner or operator is <u>not present on-site</u> during the course of the rental.</i>	
<input type="checkbox"/> <b>Tier 3</b> (\$500 fee) <i>Any STVR with an allowable occupancy of 15 or more persons, or three or more unique rentals on an individual property.</i>	
<b>PROPERTY OWNER:</b>	
Address:	Phone:
	E-mail:
<b>DESIGNATED CONTACT PERSON/OPERATOR:</b>	
Address:	Phone:
	E-mail:
<b>LICENSE CERTIFICATION:</b>	
<input type="checkbox"/> Dedicated on-site parking is provided.	<input type="checkbox"/> The STVR operator maintains primary liability insurance to in the aggregate of not less than one million dollars.
<input type="checkbox"/> Functioning carbon monoxide detectors, smoke detectors, and at least one functioning fire extinguisher are installed.	<input type="checkbox"/> The STVR collects and remits all applicable local, state, and federal taxes.
<input type="checkbox"/> STVR is operated to prevent disturbances to neighboring properties not typical of a residential neighborhood, , including but not limited to loud music, loud noises, excessive traffic, loud and uncontrolled parties, junk/debris/garbage accumulation in the yards, trespassing, barking dogs, or excess vehicles, boats or recreational vehicles parked in the streets in front of the unit.	<input type="checkbox"/> I have notified or will notify all property owners of record and/or occupants of properties within three hundred feet of the STVR. The notice shall include the telephone number of the property owner and contact person.
	<input type="checkbox"/> Skamania County is authorized reasonable access to the STVR to carry out the administrative duties of SCC 21.70.190
<b>APPLICANT SIGNATURE(S):</b>	Date:
<b>OWNER SIGNATURE(S)*:</b>	Date:
<b>FOR DEPARTMENT USE ONLY</b>	

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## **Skamania County Short-term Vacation Rental Neighbor Notification**

Dear Neighbor,

I am providing you this letter to inform you that I am operating a short-term vacation rental at

\_\_\_\_\_.

This notice is required by Skamania County Code 21.70.190.

Skamania County recognizes that short-term vacation rentals provide tourism and economic benefits to the county, but also wants to ensure that these rentals prevent unreasonable burdens on services and minimize impacts to rural residential neighborhoods.

I am providing you this notice with my contact information so that you can contact me with any questions or concerns about the short-term vacation rental, especially if guests cause neighborhood disruptions.

**Owner Name:** \_\_\_\_\_

**Owner Phone Number:** \_\_\_\_\_

**Owner Email:** \_\_\_\_\_

**Contact Person (if different):** \_\_\_\_\_

**Contact Person Phone Number:** \_\_\_\_\_

**Contact Person Email:** \_\_\_\_\_

While I hope that I can address your questions or concerns directly and resolve any issues that may arise, please contact Skamania County if any issues remain. Always call 911 first if there is an emergency.

**Skamania County Sheriff's Office Emergency Phone Number: 911**

**Skamania County Sheriff's Office Non-Emergency Phone Number: (509) 427-9490**

**Skamania County Community Development Department: (509) 427-3900**

Thank you,

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