



120 First Avenue North
PO Box 548 • Ilwaco, WA 98624
Phone: 360.642.3145
Fax: 360.642.3155
www.ilwaco-wa.gov

Applicant Information

Name _____ Telephone _____

Mailing Address _____ Fax _____

_____ Email _____

Property Owner Information *(if different)*

Name _____ Telephone _____

Mailing Address _____ Fax _____

_____ Email _____

Vacation Rental Information

Business Name _____ UBI No. _____

Site Address _____ Zoning _____

Parcel Number _____

Checklist

- ☐ **Property meets permitting requirements listed on the Vacation Rental Checklist.**
- ☐ **Property meets requirements of the fire safety inspection.**
- ☐ **Vacation Rental Application fee included with this application.**
- ☐ **City Business License (IMC 5.04), Transient Occupancy Tax (IMC 3.24), and Business and Occupation Tax (IMC 3.18) provisions apply.**

I, the undersigned, acknowledge that payment is due at the time of application. The City of Ilwaco will not issue any permit until all applicable charges are paid and all requirements are met. I certify that I have reviewed Ilwaco Municipal Code Chapter 15.41, and that the property meets all the conditions contained within. I understand that any permit issued as a result of this application is only valid for one year and must be renewed annually at the current rate. I certify that this application is complete, true and correct to the best of my knowledge.

Signature of Property Owner (or applicant if different)

Date

For Internal Use Only:

Received by: _____

Date: _____

Payment Received:

Date

Check #

Receipt #



Vacation Rental Checklist

- ☐ Determine what zone the property is:
 - Vacation rentals are **prohibited** within the R1 and R2 zoning districts.
 - Vacation rentals located within C1, and C2 districts shall only be permitted behind or above a commercial storefront and shall not be allowed along the front façade on the ground floor.
 - When an existing residential structure is located within C1 or C2, the entirety of the structure may be used as a vacation rental.
- ☐ Conditions:
 - **Bedrooms** The number of available bedrooms shall be determined by the fire marshal, and all bedrooms must have means of egress.
 - The maximum number of occupants shall not exceed two (2) occupants plus two (2) times the number of bedrooms. *For example, a three bedroom rental allows up to eight (8) occupants. R3, however, allows for two (2) occupants plus three (3) times the number of bedrooms.*
 - **Parking**
 - A minimum of two (2) off-street parking spaces is required, plus an additional off-street space for each bedroom exceeding two bedrooms in the vacation rental. *For example, a one-bedroom rental is required to have two off-street parking spaces, and a four-bedroom rental is required to have four off-street parking spaces. C1, however, does not require off-street parking.*
 - **Garbage Collection**
 - Weekly solid waste collection must be provided during all times that a vacation rental is operating. Weekly solid waste collection shall not be on the basis of as-needed service. *Vacation rental units located within a clustered development may utilize a shared solid waste collection facility.*
 - **Emergency Notifications**
 - An operating “land line” telephone must be provided for emergency notifications.
 - An operable National Oceanic and Atmospheric Administration weather alert radio must be provided.
 - **Informational Sign** An informational sign containing the following information must be posted conspicuously inside the vacation rental.
 - A copy of the owner’s business license,
 - The vacation rental’s maximum occupancy,
 - Location of assigned off-street parking, if applicable,
 - Documentation of annual fire safety inspection signed by the Ilwaco Fire Marshall,
 - Relevant public notices issued from the Fire Marshall regarding fireworks,
 - Twenty-four (24) hour contact information for the property owner or local representative,
 - Copy of the official Pacific County Emergency Management tsunami evacuation route map,
 - Renter responsibilities, which shall at minimum include 1) Do not trespass on private property, 2) Do not litter, 3) Do not create a noise disturbance.