

# SHORT TERM RENTALS

## Information for

### Bed and Breakfast Inns, and Tourist Homes

On May 15, 2017 Port Townsend City Council passed Ordinance 3172 which changed the Port Townsend Municipal Code. It established a new Chapter, new definitions, and new business requirements for Bed and Breakfast Inns and Tourist Homes within the City limits of Port Townsend. The Ordinance came into effect on May 29, 2017.

❖ The Port Townsend Municipal Code (PTMC) is available on line at [www.cityofpt.us](http://www.cityofpt.us).

A bed and breakfast inn or a tourist home is a "**short term rental**" which offers short-term lodging to guests for 29 consecutive calendar days or less.

#### **Definitions:**

Ordinance 3172 revised the following definitions in the Port Townsend Municipal Code (PTMC) section 17.08:

*"**Bed and Breakfast Inn**" means a short-term rental with a central kitchen which provides the primary residence for the owner or operator and which offers guest rooms for travelers and transient guests for compensation. Food service may be offered exclusively to people registered to use the inn for lodging or special events.*

*"**Tourist Home**" means a building that provides the primary residence for the owners and which offers not more than two guestrooms, which share a common entry to the building for hire to transient guests. A tourist home or portion thereof lawfully established prior to June 1, 1989, may be located in an accessory building. A tourist home is a short-term rental.*

Ordinance 3072 established a new Chapter, 17.57 – Bed and Breakfast Inns and Tourist Homes. The ordinance revised the PTMC to allow a tourist home on the same property as an Accessory Dwelling Unit (ADU) as long it is not within an ADU as follows:

*PTMC 17.57.020.B.2: A tourist home may be allowed within a single-family residence on the same property as an accessory dwelling unit. No short-term rental shall be allowed in an accessory dwelling unit.*

- ❖ Tourist rooms may not contain kitchens, but a mini-refrigerator (5 cubic feet and less) and a microwave are permissible. No other cooking devices including hot plates and stoves are allowed within a guestroom or within a guest "suite".
- ❖ A Short Term Rental Conditional Use Permit is required. This is a one-time permit process that remains active and is transferable to new owners of the property if the use is not abandoned for over one year. See PTMC Conditional Use Section 17.84.

#### **During the permit process, the following issues will be reviewed:**

1. **Parking** - Per PTMC Table 17.72.080 Vehicular and Bicycle Parking Standards, Bed and Breakfast Inns/Tourist Homes require a minimum of one (1) parking space in addition to the two spaces required for the single-family residence. The maximum number of parking spaces is one (1) parking space per sleeping room in addition to the two spaces required for the single-family residence. Each parking space must be at least 9' wide by 19' long. Parking for Bed and Breakfast Inns and Tourist Homes in a historic structure as defined in PTMC 17.08 must comply with PTMC 17.72.130.
2. **Fire/Life Safety Inspection** – An inspection is required as part of the Conditional Use permit process. See Page 4 for Checklist.
3. **Historic Preservation Committee (HPC) Review if applicable** - If the residence is located within the National Landmark Historic District (ask staff for more information) and exterior alterations are proposed, the applicant must submit an HPC review application regardless of whether the residence is a historic structure or not.
4. **Building Permit if applicable** – A building permit may be required if any construction is involved, including enlarging an egress window in a bedroom.
5. **No Protest Agreement if applicable** - If the adjacent street does not comply with current Engineering Design Standards, (PTMC 12.04) the applicant is required to sign a No Protest Agreement requiring the possible

6. future formation of a Local Improvement District (LID) to construct the improvements. City Development Services prepares the document, and the applicant pays the applicable recording fees to the County Auditor.
7. **Minor Improvement Permit (MIP) if applicable** – Required if a driveway apron needs to be paved. If additional parking adds to impervious surface, all stormwater must be maintained on site and reviewed as part of the Minor Improvement Permit (MIP).

**CITY OF PORT TOWNSEND SHORT TERM RENTALS  
 Bed & Breakfast Inns, Tourist Homes - Permits Required**

**City Permits**

**1a. Minor Conditional Use Permit Fee**

(If established and conducted entirely within  
 An existing building)

**Typical Cost**

**\$733.64 includes:** \$532.00 Fee  
 + \$10.00 Record Retention Fee  
 + \$10.64 Tech Fee + \$75.00 Mailing Fee  
 + \$76.00 Life Safety Inspection fee  
 +\$30.00 Sign Deposit (refunded after sign boards returned)

**OR**

*If adding to an existing building or constructing a new building:*

**1b. Apply for a Pre-Application Conference**

Prior to submitting a Major Conditional Use Permit

**\$380.00**

**1c. Major Conditional Use Permit Fee**

(ONLY IF adding onto an existing building or  
 constructing a new building.

Final decision is by the Hearing Examiner

**\$2977.00 includes:** \$1900.00 Fee + \$10.00 Record  
 Retention Fee + \$36.00 Tech Fee + \$75.00 Mailing Fee  
 + \$76.00 Life Safety Inspection Fee  
 \$30.00 Sign Deposit (refunded after sign boards returned)  
  
 + \$150.00 Paper Notice + \$100.00 2nd Notice  
 \$500 Hearing Examiner fee included in basic permit fee –  
 NOTE: actual fees to be charged or refunded so the \$2977.00  
 may be more.

**2. City Business License**

We suggest you wait and apply for the City  
 Business License after you receive the permit.

***Please note that you are required to put your City Business License Number on all ads and listings.***

Go to <http://www.cityofpt.us/finance/businesslicense.html>  
 for more information about fees.

License must be posted inside the building.

**OTHER POSSIBLE PERMITS:**

**4. City Minor Improvement Permit (MIP)**

(ONLY if driveway / parking changes required)

**\$240.50**

**5. City Fire Protection Permit to install an automatic sprinkler system** ONLY IF for any building over three stories in height used as a transient accommodation (per the International Existing Building Code and City Fire Department). Please contact staff with the bid amount for the materials and labor for a fee estimate.

**6. City Building Permit** ONLY IF a structural change needs to be made so that the tourist home complies with fire and life safety requirements (see next page for inspection checklist).

**7. Jefferson County Public Health Department Food Licensing if offering food; inspection if a spa or pool for public use:**

The Jefferson County Public Health Department reviews proposed food services and pools and spas. Contact the Jefferson County Public Health Department at (360) 385-9444.

- o **Transient Accommodation Permit from the State of Washington IF you have three (3) or more lodging units:** Contact the State Department of Health, Transient Accommodations, Licensing and Support Services at (360) 705-6788 for more information regarding obtaining a transient accommodation permit.

For more information, contact Land Use Specialist Suzanne Wassmer at (360) 385-0644, Development Services Department (DSD), 250 Madison Street, Suite 3, Port Townsend, WA 98368, [swassmer@cityofpt.us](mailto:swassmer@cityofpt.us).

### Inspection Checklist

An inspection by a City building and City planning staff member is required as part of the Short Term Rental Conditional Use process. Staff will coordinate the inspection date and time with the property owner.

The first section includes life safety items. The list may appear intimidating for those not familiar with the International Building Code (IBC) that forms the basis for the safety items below.

The Port Townsend Municipal Code (PTMC) Chapter 17.57, Bed and Breakfast Inns and Tourist Homes Chapter forms the basis for the additional conditions below.

If you are unsure of the meaning of the questions or whether you meet the standard, please ask our staff at (360) 379-5095! Check these items at an early stage of the permit process to help you avoid unpleasant surprises later.

	<b>SAFETY ITEM</b>	<b>YES</b>	<b>NO</b>	<b>INSP. CHECK OFF</b>
	<b>GENERAL FIRE SAFETY</b>			
1	Do you have clearly visible house numbers min. 5 inches high?			
2	Do you have a smoke detector in each sleeping room and on each level of the building? Are all required smoke detectors interconnected in such a manner that the actuation of one alarm will activate all alarms? Do you have an additional smoke detector and carbon monoxide detector installed on every level?			
3	Do you have a current Type 2-A10-B:C fire extinguisher mounted in a visible and accessible location?			
4	Do you have more than five (5) guest rooms or units?			
4a	If "yes," do you have one-hour fire separation?			
	<b>EXITING</b>			
5	Do you have any exits, decks, or other areas that don't meet International Building Code standards?			
5a	If "yes," are any such areas sealed off from public use?			
6	Do you have International Building Code approved exits? Any stairwell used for an exit must be at least 36" wide, with maximum 8" risers and minimum 9" treads.			
7	Do interior stairs have properly installed guardrails and handrails? The handrail must be on at least one side, 34 to 38 inches from floor level.			
8	Do you have enclosed spaces under stairs (such as a closet or powder room)?			
8a	If "yes," has 1/2" Type X gypsum wallboard or the equivalent been used within the space?			
9	Does each sleeping room have a window that could be used for emergency escape? Such a window is defined as having 5.7 square feet of openable area; minimum 24" openable height, 20" openable width, and the sill no more than 44" above the finished floor.			
9a	Do all sleeping rooms without an egress window have a door leading to the exterior of the building?			

	<b>SAFETY ITEM</b>	<b>YES</b>	<b>NO</b>	<b>INSP. CHECK OFF</b>
	<b>MECHANICAL SYSTEMS FIRE SAFETY</b>			
10	Are all fuel burning appliances properly installed?			
11	Are all propane gas lines and tanks properly installed?			
12	Are all electrical boxes covered if not fitted with a properly installed fixture or outlet?			
13	Are vehicles stored in an attached garage or are any tourist accommodations located above a garage where vehicles are stored?			
13a	If "yes," do you have required firewall separation, including a self-closing door, between the vehicle storage area and the living space?			
	<b>BATHROOM FACILITIES</b>			
14	Do guest rooms have access to a working toilet, sink, and tub or shower?			
	<b>ADDITIONAL SHORT TERM RENTAL CONDITION ITEMS:</b>			
	<b>KITCHEN FACILITIES</b>			
15	Do you have any cooking devices including a stove, hot plate or another cooking device besides a microwave oven?			
	Do you have a refrigerator within the tourist room space that is larger than five cubic feet in size?			
16	<b>COMMON ENTRY</b>			
	Is there a common entry shared by the primary residence and the area of the building used for the Short-Term Rental?			
17	<b>ACCESSORY DWELLING UNIT</b>			
	Do you have an accessory dwelling unit on the property?			
	Is it within the residence?			
	Is it within a detached building?			
18	<b>OCCUPANCY</b>			
	Are the tourist guestrooms set up to accommodate a maximum of two adults per bedroom? (There is no limit to the number of children under the age of 18.)			
19	<b>OUTDOOR STORAGE</b>			
	Are there any recreational vehicles or devices stored within the public right-of-way?			
20	<b>OUTWARD APPEARANCE</b>			
	If you have a Historic Home, are you planning to change the residential character of the building using colors, materials, signage or lighting?			
21	<b>SIGNAGE</b>			
	Do you plan to add any signage for your tourist room(s) or Bed and Breakfast? A sign on the wall of the residential building that is no more than a total of 3 square feet in sign area is allowed. Larger signage, requires an approved sign permit.			

