



CITY OF LANGLEY

SHORT TERM RENTAL LICENSE APPLICATION

Type of Short Term Rental

Type I (rooms) Type II (inns) Type III (commercial) Type IV (whole homes)

License valid for 1 year only.

Section 1 – Property Information

Property Address _____ Parcel Number (s) _____

The short term rental property is: Hosted Unhosted

Number of legal bedrooms rented _____ Number of on-site parking spaces _____

Is the dwelling unit served by septic? Yes No

If yes, must include Island County Septic Permit to confirm number of bedrooms

Is food being provided or served? Yes No

If yes, must include Island County Health Department Food Handlers Card

Links to all online listings, if any:

Section 2 – Owner & Applicant Information

Applicant _____ Phone _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

Owner _____ Phone _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

Owner's City of Langley Business License No. _____ UBI No. _____

Property Manager _____ Phone _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

Property Manager's Langley Business License No. _____ UBI No. _____

Continue to next page.

Section 3 – Inspection & Safety

- Functioning fire extinguisher located on an egress route (minimum 2A-10BC rating).
- Egress route posted in each guest room and readily visible.
- Smoke detectors in each guest room.
- Carbon monoxide detectors outside each guest room.

Was a building/fire inspection performed within five years of the date of this application?

Yes, performed on _____ No
Inspection Date

Section 4 – Signs

List all existing and proposed signs including the sign type and square footage.

In residential zones, STRs are limited to one non-illuminated sign not more than 4 square feet. In commercial zones, STRs are limited to one non-illuminated not more than 8 square feet. Signs will need a separate sign permit and design review.

Is a sign associated with the STR?

Yes No

Property Management (if non-hosted)

A property manager or local representative must be available twenty-four (24) hours per day, seven (7) days per week during all the times that the property is rented on a transient basis. The property manager must be available to respond to complaints and arrive at the STR site within 20 minutes at all times during the rental period. Property manager must complete Section 2.

Utilities

Type IV (whole home) STRs will be converted to commercial water and sewer rates.

I certify under penalty of perjury that the information furnished by me within this application is true and correct to the best of my knowledge and, further that I am authorized by the owner of the above premises to perform the work for which the application is made. I further agree to hold harmless the City of Langley as to any claim (including costs, expenses, and attorney fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Langley, but only where such claim arises out of the reliance of the city, including its officers and employees, upon the accuracy of the information supplied the city as part of this application.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

Property Manager's Signature _____ Date _____

