



Short Term Rental Permit Application Form

For additional application submittal information, please see the pages after this form.

PROPERTY INFORMATION (site of proposed activity)

| | | |
|--------------|-----------------------|----------------------|
| Site Address | BIA Allotment Number | Parcel Number |
| | Property Size (Acres) | Nearest Intersection |

Current Use Description (e.g., primary home with ADU on public water with separate septic systems)

APPLICANT INFORMATION

| | |
|-------------------|----------------------------|
| Applicant Name(s) | Primary Telephone Number |
| Mailing Address | Secondary Telephone Number |
| | Email Address |

Relationship to Property Owner

Self Contractor Relative Other:

PROPERTY OWNER INFORMATION (if different than applicant)

| | |
|------------------------|----------------------------|
| Property Owner Name(s) | Primary Telephone Number |
| Mailing Address | Secondary Telephone Number |
| | Email Address |

OPERATOR INFORMATION (if different than property owner)

Note: Operators must have written property owner permission to operate a short term rental (STR).

| | |
|------------------|----------------------------|
| Operator Name(s) | Primary Telephone Number |
| Mailing Address | Secondary Telephone Number |
| | Email Address |

SHORT TERM RENTAL BUSINESS INFORMATION

| | |
|---------------------------------|----------------------------|
| Business Name | Business Owner Name(s) |
| Tulalip Business License Number | Primary Telephone Number |
| Mailing Address | Secondary Telephone Number |
| | Email Address |

Application Submittal Information

SUBMITTAL INSTRUCTIONS

Please schedule a pre-application meeting for short term rentals prior to submittal to confirm all applicable code requirements. Prior to scheduling an application meeting please review Tulalip Tribes short-term rental code to review all applicable regulations.

TTT 7.10.120 Short-term rentals

<https://www.codepublishing.com/WA/Tulalip/#!/Tulalip07/Tulalip0710.html#7.10.120>

Once all documents are ready please submit applications to the Tulalip Planning Department:

permits@tulaliptribes-nsn.gov

Note: Paper submittals can be accepted on a case-by-case basis if there is a hardship.

SUBMITTAL REQUIREMENTS

1. Property ownership documentation. Such as a title, deed, or county Assessor records that list the current property owner.
2. Applicant must provide an as-built septic design and a copy of an up-to-date septic system inspection with their permit application (if applicable).
3. General Location Map. The map must show an area of at least 500 feet in all directions from project boundary.
4. Site Plan, see example on next page. Site plan should identify the short term rental structure along with septic system information and required off street parking and access. If multiple units are on site and some units are for the host and others for short term renters that should be identified on the site plan.
5. Short Term Rental Application Fee: \$150.00. Please reference Tulalip Tribes Permit Fee Schedule
<https://www.tulaliptribes-nsn.gov/Base/File/TTT-Title-7-Permit-Fees-20230728>

INTAKE

After submittal your application will be reviewed for completeness. Within a couple days Planning Dept. staff will respond with a permit reference number, permit fees, and estimated review time. If the application is incomplete or additional submittal requirements are required, Planning staff may request one or more of the following depending on the nature of the project:

- Survey of property showing if there is tideland encroachment
- Floor plan with fire exits and escape routes
- Guest rules list and emergency contact
- Tulalip utility hook-up agreement
- Well or septic tank designs
- Other plans, statements, and documents as reasonably required for the evaluation of the proposal

REVIEW PROCESS

Your complete application will be reviewed by multiple Tribal departments for consistency with Tulalip Tribal Codes and 2015 IBC. You are also required to contact the following departments before commencing your short term rental:

Water/Sewer (Tulalip Utilities Dept.): **360-716-4840**

Tulalip Tax & Licensing Dept.: **360-716-4211**

Pacific Rim Building Codes: **425-239-2472**

Site Plan Example

