



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250
(360) 378-2354 | (360) 378-2116
dcd@sanjuanco.com | www.sanjuanco.com

June 29, 2018

Re: New Vacation Rental Permit Requirements

Dear San Juan County Vacation Rental Permit Holder,

San Juan County has adopted new regulations that include new requirements that apply to ALL vacation rental permit holders. These new regulations are found in San Juan County Code Section 18.40.275.

Here is what you need to do by December 31, 2018 in order to meet the new requirements:

- Submit a "Vacation Rental Certificate of Compliance" each year, regardless of whether your vacation rental is actively being rented. The certificate of compliance addresses the International Fire Code (IFC) fire and life safety requirements for vacation rentals.
- Designate a local property representative who resides on the island where the vacation rental is located and can be reached 24 hours per day for complaints and emergencies. You can do this on your "Vacation Rental Certificate of Compliance".
- Include your permit number in all advertisements for the vacation rental.
- Update your rules of conduct to address noise, parking, water conservation, local property representative contact information, garbage, speeding and compliance with outdoor burning regulations and burn bans.
- Provide a copy of your rules of conduct to all property owners within 300 feet of the structure that is being rented out.
- Provide a copy of the updated rules of conduct with your Vacation Rental Certificate of Compliance.

Included with this letter is a copy of the new regulations and a Vacation Rental Certificate of Compliance form for your use. You may submit your Vacation Rental Certificate of Compliance via email to dcd@sanjuanco.com or via standard mail to San Juan County Department of Community Development, PO Box 947, Friday Harbor, WA 98250. A fillable PDF form is located here:

<http://sanjuanco.com/DocumentCenter/View/15350/Vacation-Rental-Certification-of-Compliance>

If you have any questions or need any assistance, please contact us at 360- 378-2116 or Dcd@sanjuanco.com.



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Vacation Rental Certificate of Compliance

PERMIT INFORMATION

VR Permit Number _____	Island: _____
Contact Preference <input type="checkbox"/> US Mail <input type="checkbox"/> E-mail	UBI # _____

OWNER INFORMATION

Check here if this is a new owner 90 day certification.

Name of Owner(s): _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

LOCAL PROPERTY REPRESENTATIVE

Name of Representative: _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____
Emergency/Complaint Number (24 hour availability)	

1. For the current year _____ (insert year) this vacation rental is:

- Active (rented for periods of 30 days or less). Please complete all items in this checklist.
- Inactive (not being rented for periods of 30 days or less). Please complete items 2 & 10.

2. Rules of Conduct:

- I have attached a copy of the current Rules of Conduct and provided a copy to all property owners within 300 feet of the structure within which the vacation rental is located.
- The Rules of Conduct and a property boundary map are provided to guests and a copy is prominently posted or otherwise easily accessible in the vacation rental.

3. County Burn Ban Status:

- The County burn ban status is prominently posted in the vacation rental. This can be printed from <https://sanjuanco.com/1088>. It is also advisable to sign up for Fire Marshal notifications to be aware of the current status. Enter your e-mail address and select Fire Marshall under "News Flash" lists at: <https://sanjuanco.com/list.aspx>

4. Permit Conditions:

- I am operating the vacation rental in compliance with the conditions of approval of the above referenced permit.

5. Address:

- The address numbers for the vacation rental are visible from the street
- There is an address card mounted near phone (if landline present) or on first page of the Rules of Conduct if there is not a landline.

6. Smoke and Carbon Monoxide alarms:

- Smoke and CO alarms present and in good working order.
- Smoke alarms and CO alarms are located in all sleeping areas.
- Smoke alarms located in common areas and in halls outside sleeping areas.
- Smoke alarms are less than 10 years old.

7. Emergency Egress from sleeping areas:

- All sleeping areas are provided with a means of emergency egress (functional window or door) to the outside that has an opening of at least 5 square feet at the ground floor level and 5.7 square feet on upper levels, **or**
- Structure built before 1978.
- A printed and posted floor plan with egress paths and fire extinguishers noted on the map of the residence is recommended.

8. Fire Extinguishers:

- There is a fire extinguisher present on each floor.
- There is a fire extinguisher in the kitchen.
- All fire extinguishers are serviced annually.

9. General Fire Safety:

- Space heaters are not used for a source of heat.
- Extension cords are not used as permanent wiring and there are no multi-plug adapters.
- Electric panel is labeled and is not locked or blocked (3 ft clearance required).
- GFCI outlets are located in areas prone to water exposure: bathrooms, laundry rooms, kitchens, outdoor outlets, decks patios and adjacent to pools and hot tubs.

10. Wood stoves and gas appliances and furnaces:

- All wood stoves, gas appliances and gas furnaces installed within the last year were installed with a permit and inspected by San Juan County.

11. Vacation Rental Owner Certification:

I certify under penalty of perjury under the laws of the State of Washington that the information provided above is true and correct. I understand that information about this vacation rental, including UBI number, may be provided to the Washington State Department of Revenue.

Vacation Rental Owner Signature

Date

Vacation Rental Owner Name (Printed)



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San Juan County Vacation Rental Regulations

18.40.275 Vacation rental of residences or accessory dwelling units (ADUs).

When vacation rental of a residence or accessory dwelling unit, as defined by SJCC 18.20.220, is allowed by this code, the following standards apply:

A. Outside of urban growth areas, one vacation rental is allowed on a property, either in the principal residence or an accessory dwelling. Detached accessory dwelling units permitted on or after June 29, 2007, are not allowed to be vacation rentals.

B. No more than two overnight guests per bedroom plus additional three overnight guests shall be accommodated at any one time. The number of bedrooms is determined by the approved building permit for the structure. A guest is a person over two years of age.

C. The vacation rental shall be operated according to rules of conduct approved by the County that prevent the following disturbances to area residents:

1. Trespassing;
2. Noise that violates Chapter 9.06 SJCC (Noise Ordinance);
3. Off-site parking issues;
4. Vehicle speeds of higher than the posted speed limit, or 20 miles per hour (mph) on private paved roads and 15 mph on private nonpaved roads; and
5. Outdoor burning that violates the requirements adopted pursuant to SJCC 15.04.070(F)(4)(c), including violations of a burn ban.

D. Solid waste must be removed from the vacation rental to an approved solid waste facility every two weeks. Solid waste shall be stored in completely enclosed and secured solid waste receptacles or stored completely indoors.

E. Guests shall be made aware of the importance of water conservation. Best practices to conserve water shall be included in the rules of conduct.

F. One on-site parking space shall be provided for each bedroom within the vacation rental.

G. Meal service provided by the permit holder or their agents is not allowed.

H. All vacation rental permit holders are required to display the address of the residence so that it is clearly visible from the street or access road.

I. Vacation rental accommodations must meet all applicable local and state regulations, including those pertaining to business licenses and taxes such as Washington State sales, lodging and business and occupation taxes.

J. Vacation rental permits vested or approved after the effective date of the ordinance codified in this section shall expire two years after the date of approval unless the annual certificates of

compliance meeting the requirements of subsection (K)(4) of this section are on file with the administrator.

K. All owners of property used for vacation rental shall comply with the following operational requirements:

1. Maintain an up-to-date property management plan on file with the administrator and property owners within 300 feet of the building within which the vacation rental is located. The property management plan must include the following:

- a. Rules of conduct approved by the County;
- b. Unified business identifier number, and the names and addresses of the property owner and agents authorized to act on the property owner's behalf;
- c. A designated local property representative who lives on the island where the vacation rental is located and will respond to complaints and emergencies; and
- d. A valid telephone number where the local property representative can be reached 24 hours per day;

2. Prominently display in the rental the rules of conduct and a map clearly depicting the property boundaries of the vacation rental. The map shall indicate if there is an easement that provides access to the shoreline; if so, the boundaries of the easement shall be clearly defined; if there is no access, this shall be indicated together with a warning not to trespass;

3. Include the San Juan County permit number for the vacation rental in all advertisements and marketing materials such as brochures and websites;

4. Annually certify compliance with the conditions of permit approval and with the fire and life safety requirements of the International Fire Code (IFC) as identified by the department on forms specified by the administrator. The annual certification shall be prominently posted on site; and

5. Certify compliance with the conditions of permit approval within 90 days after the closing date of the sale of the property. Written certification must be submitted to the department on forms specified by the administrator.

L. The owners of vacation rental permits vested or approved prior to the effective date of the ordinance codified in this section are required to comply with all subsections of this section except subsections (B), (F) and (J) of this section by December 31, 2018, in addition to the conditions of their permit.

M. A vacation rental shall not operate or be advertised without a vacation rental permit. Evidence of operation includes advertising, online calendars showing availability, guest testimony, online reviews, rental agreements or receipts. (Ord. 2-2018 § 2)