



2022 Vacation Rental Certificate of Compliance

PERMIT INFORMATION

VR Permit Number	Parcel Number:
VR Permit Address: _____	
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 2022 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, 3, 12, 13, 18 & 19.

2. For next 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, 3, 12, 13, 18 & 19.

3. Permit Conditions:

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

4. Advertisement:

- I have included the permit number exactly as it appears on your permit on all advertisements in marketplaces, newspapers, or other publications, and I understand failure to do so is a violation of the condition of my permit.

Write or hyperlink to advertisement/s if active. _____

5. The number of bedrooms this vacation rental permit is approved for is: _____

Areas not included/depicted on floor plans submitted as part of the permit application are not eligible to be used as sleeping areas.

6. Number of guests allowed by this vacation rental permit is _____

The number of guests will not be advertised in excess of the number approved in the permit.

7. Number of nights rented by quarter

Quarter 1 Jan-Mar _____

Quarter 2 Apr-Jun _____

Quarter 3 Jul-Sep _____

Quarter 4 Oct-Dec _____

8. Personal Use choose one:

- This is a second home and a vacation rental.
- This is primarily or exclusively a vacation rental.
- This is my primary residence.

9. Rules of Conduct:

- I have attached a copy of the current Rules of Conduct and have provided a copy to all property owners within 300 feet of the vacation rental property boundaries.
- 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.

10. 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>

11. On Site Sewage or Septic System:

- Septic system has been inspected and current report filed with the Health and Community Services Per San Juan County Code 8.16.160, or I am connected to a sewage system.

12. Addresses:

- 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.

13. Smoke and Carbon Monoxide (CO) alarms:

- There is a minimum of 1 smoke detector per floor with smoke detectors installed in all sleeping areas; CO detectors are installed outside of each sleeping area with a minimum of 1 per floor. A CO detector required in a bedroom where a fuel burning appliance is installed in a bedroom or its connected bathroom.
- Smoke alarms located in common areas and in halls outside sleeping areas.
- Smoke alarms are less than 10 years old.

14. 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 required.

15. 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.

16. 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).
- Ground Fault Circuit Interrupter (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.

17. 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.
- If there is a wood stove, it has had its chimney cleaned in 2022.
- Spark arrestor installed on chimney.
- Not applicable, I do not have a wood stove, gas appliances, or furnaces.

18. Business Requirements:

- I have filed a current Business Personal Property Listing with the San Juan County Assessor's Office.

Vacation rentals are considered a business in Washington and **state law requires every business to report their business personal property each year to the County Assessor for assessment purposes.**

If you need more information about business personal property taxation, please go to the Assessor's website at <https://www.sanjuanco.com/1211/General-Information> or e-mail personalproperty@sanjuanco.com or call 360-370-7530.

19. Vacation Rental Owner Certification:

- I have completed all previous certificates of compliance starting in 2018 required by Ord. 2-2018 § 2 and Resolution 34-2020

20. 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. I understand that the failure to meet the requirements of the issued vacation rental permit and/or the recertification may subject my permit to revocation.

Vacation Rental Owner Signature

Date

Vacation Rental Owner Name (Printed)

Send with Check for \$160 Made out to SJC DCD SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT 360-378-2354 | PO Box 947 | Friday Harbor, WA 98250