

City of Moses Lake Vacation Rental Checklist

The following items must be submitted for a complete application:

- ☐ Business License Application completed and signed.
- ☐ Business License Fee
- ☐ Completed Informational Sign listing the following:
 - ☐ 1. Maximum number of occupants
 - ☐ 2. Maximum number of available parking spaces (on and off-site)
 - ☐ 3. Contact information:
 - ☐ A. Property owner/Manager phone number/email address
 - ☐ B. Local contact person phone number/email address
 - ☐ 4. Renters responsibilities listed out on the Informational Sign. See Chapter 18.63 060(H & I)
 - ☐ 5. Drawing showing:
 - ☐ A. Evacuation routes for the entire home
 - ☐ B. All parking areas, on and off-site
- ☐ Set up an inspection for the building inspector to do an inspection.

Once inspection is passed by the building inspector, a notice will be sent to property owners within two hundred feet (200') of the subject property (or outline of property that is held in common), advising that an endorsement for a vacation rental dwelling has been issued, listing property address, maximum occupancy, maximum number of vehicles allowed, and property owner's local contact information.