

119 West First Street
Cle Elum, WA 98922
Telephone • (509) 674-2262
Fax • (509) 674-4097
www.cityofcleelum.com



SHORT-TERM RENTAL PERMIT APPLICATION

This application is required for any short-term rental within the city.

APPLICATION DEADLINES:

*Short-term rental permits are valid January 1 - December 31 of each year.
Renewals are due by December 15 each year, using the short-term rental renewal form.
Fees are not prorated.*



The purpose of this permit is to assist in regulating short-term rentals in order to avoid, minimize, or avoid impacts to the neighborhoods within which they are located, as well as general human health, safety, and the environment. Permits may be renewed using the short-term rental renewal form. See CEMC 17.160 for additional information.

OFFICIAL USE ONLY	
Permit #:	STR-2024-002
Staff Person:	V. Amick
Fee Total:	\$880.00 + \$120.00*
Related Permits:	

*Fees = \$880 permit + \$120 licensing/processing. Additional \$30 fee required for business license, paid through the WA State Department of Revenue.

Applicant ("Host")	
Name: Morgan and Laura McGowan	Business License # 605604402
Other names business may be listed under:	
Mailing Address: 411 W Railroad St Cle Elum, Wa 98229	
Phone Number: Morgan-360-202-3696 Laura-360-543-3410	Email: mcgowanenterprises1@gmail.com -Laura@mcgowanenterprises.com-
Property Owner	Same as Applicant/Host <input checked="" type="checkbox"/>
Name:	Business License #
Other names business may be listed under:	
Mailing Address:	
Phone Number:	Email:
Local Contact Person (available to respond within 60 minutes, 24/7)	
Same as Applicant/Host <input checked="" type="checkbox"/> Same as Owner <input checked="" type="checkbox"/>	
Name:	
Mailing Address:	
24/7 Phone Number:	Secondary Phone: 907-545-3049

REQUIRED Short-Term Rental Information	
Physical Address: 411 W Railroad St Cle Elum, Wa 98922	
Assessor's Parcel # 084135	
Landline Phone Number (if available): NA	
Does the host or owner reside on the premises? If so, who? Owner-Morgan and Laura McGowan	
Rental Unit Type: (i.e., condo; single-family dwelling): Single Family Dwelling	
Area (sq. ft.) of the residential building(s): 908 sq ft 980	
If the short-term rental is not the entire residence, what is the area (sq. ft.) of the dedicated short-term rental space? 160 210 980 Sqf	
Is the rental an accessory dwelling unit? Circle which type: <input type="radio"/> Detached garage <input type="radio"/> Apartment <input type="radio"/> Cottage? NA	
How many off-street parking spaces are dedicated to the short-term rental? 2	
What is the maximum occupancy of the short-term rental? 2 4	
Will you be using a Third Party for marketing and tax collection purposes? Yes	
Required Application Materials	
1.	Site Plan – include a diagram of the property. This can be drawn on the computer or by hand. Label the buildings, parking areas, and driveways and make sure to note which areas are available for use by the short-term rental.
Other Information	
2.	Once your short-term rental has received initial approval from the Planning Department, a Building Department Short-Term Rental Inspection will need to be completed by the Building Department.
Authorization	
The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.	
Applicant/Host Signature: <u>Deane McGowan</u>	Date: <u>9/21/2025</u>
Property Owner Signature: <u>Morgan McGowan</u>	Date: <u>9/21/2025</u>
1. The application will not be processed and will be deemed incomplete if all required criteria is not attached to application on the day of submission.	