

CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG A, PULLMAN, WA 99163

INFORMATION REQUIRED WHEN APPLYING FOR A SHORT-TERM RENTAL APPLICATION PULLMAN CITY CODE [CHAPTER 17.109](#)

APPLICATION MATERIALS

Below are the required materials when submitting a Short-Term Rental Application through the [City of Pullman Civic Access Portal](#):

1. **Business License**. Business License must be applied for prior to final approval of the application. When applying for a business license please use NAICS Code: 721199 – All Other Traveler Accommodation.
2. **Insurance**. Insurance and liability coverage must be in accordance with Chapter 64.37.050 RCW.
3. **Floor Plan**. A floor plan drawing is required that shows the proposed layout of the short-term rental including the locations of the following:
 - a. all beds;
 - b. smoke detectors;
 - c. carbon monoxide detector;
 - d. fire extinguisher(s); and
 - e. emergency egress light.
4. **Evacuation Plan**. An evacuation plan is required that shows the layout of the short-term rental and shows all ways to exit the short-term rental, including but not limited to:
 - a. all doors; and
 - b. all egress windows
5. **Plot Plan**. A required that shows the proposed layout of site development, including the following:
 - a. orientation of the property;
 - b. location of off-street parking (driveway, garage, etc.);
 - b. location of pool, if applicable; and
 - c. fencing around pool, if applicable.

All plans and maps required as part of this application will be prepared on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

FEES. All fees must be paid prior to starting the application review process.

Short-Term Rental Fee

\$200.00

ASSISTANCE

The Planning Division is available for assistance by emailing pwcd-admin@pullman-wa.gov.

TYPICAL PERMIT APPROVAL CONDITIONS

Approval of a short-term rental application may be conditioned with the following from the Code:

1. Occupancy limits are based on number of sleeping rooms plus 2 additional occupants. If additional occupants are requested, an administrative variance will be required.
2. Signs must conform with PCC 17.50.050(1).

Examples: some example have combined smoke and carbon monoxide detectors.

Smoke Detectors:

[Amazon](#)
[Home Depot](#)
[Lowe's](#)
[Walmart](#)

Fire Extinguisher:

[Amazon](#)
[Home Depot](#)
[Lowe's](#)
[Walmart](#)

Carbon Monoxide Detectors:

[Amazon](#)
[Home Depot](#)
[Lowe's](#)
[Walmart](#)

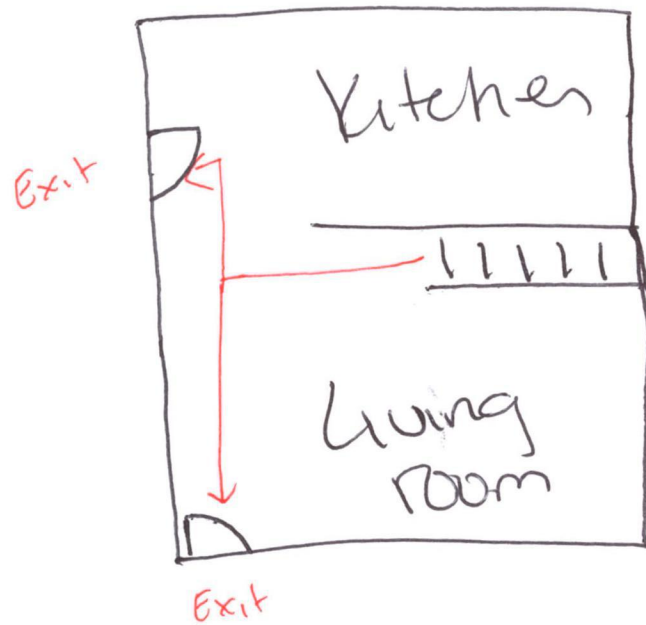
Emergency Egress Light:

[Amazon, wall mounted](#)
[Amazon, also a flashlight](#)
[Grainger](#)
[Walmart](#)



Example Evacuation Plan

First floor



front
of
House

Second floor

