



**City of Whitefish**  
**Planning Department**  
 PO Box 158  
 510 Railway Street  
 Whitefish, MT 59937  
 Phone:  
 406-863-2410

# SHORT TERM RENTAL PERMIT APPLICATION

FEE ATTACHED: \_\_\_\_\_ (see current fee schedule)

I (we), the undersigned, hereby make application to conduct a residential short-term rental (30 days or less) in the Whitefish Planning jurisdiction consistent with Section 11-3-35, Short Term Rental Standards:

Property Owner Name:	Phone:
Rental Physical Address:	Zoning District:
Owner Mailing Address:	
City, State, Zip:	
Email Address:	
Property Mgmt Co./Contact:	Phone:
Manager Mailing Address:	
Email Address:	

The following items must be submitted with the application:

- Sign-off from the Fire Marshal that indicates the dwelling meets safety standards including being hard wired with battery backup smoke detectors and having proper egress for each bedroom. 406-863-2481 (sign off on back page of this application)*
- A "to scale" site plan showing lot, residence and accessory buildings, adjacent streets, and the location of required 9' x 20' off-street parking spaces.*
- Proof of State of Montana Public Accommodation License for a Tourist Home administered by the Flathead City-County Health Department and subject to annual inspections. For more information: 406-751-8130 or <http://flatheadhealth.org/environmental-health/public-accomodations/> click on 'Plan Review Application'*
- City of Whitefish Business License Application with fee (or copy of receipt)*
- Name and phone number of local contact person if owner is not a full-time resident of the Flathead Valley.*

Local Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I understand the following criteria apply to my business (initial next to each standard that is met):

\_\_\_\_\_ The dwelling in question must conform to the land use provisions of Title 11, Zoning, and other applicable regulations.

\_\_\_\_\_ Units rented shall not exceed the allowable dwelling unit density of the underlying zoning district. A unit is defined as rentable, lockable space within a building containing a kitchen or kitchenette and a bathroom.

\_\_\_\_\_ Each unit shall meet the standards for off-street parking found in Section 11-6 of the zoning regulations. With the exception of the WB-3 zone, that standard is two parking spaces per unit.

- \_\_\_\_\_ The owner's (or local contact, if absentee) local contact name and phone number shall be posted on an emergency contact notice visible outside the front door of each unit.
- \_\_\_\_\_ The owner shall keep the property and buildings maintained and continue to provide trash collection services.
- \_\_\_\_\_ Exterior signage advertising the short term rental of properties is not permitted.
- \_\_\_\_\_ The property owner shall understand that a violation of any of these conditions as well as repeated complaints of *disturbing the peace* related to this property may result in suspension and possible revocation of the business license and short term rental permit, as well as possible enforcement action.

I agree to operate the short term rental in full compliance with Whitefish zoning regulations, Resort Tax requirements, and Section 11-3-35, Short Term Rentals. I further certify the information given is correct to the best of my knowledge.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Check list:  Complete Application  Site Plan Attached  Property Owner Signature  Business License Receipt

----- For City Staff Use Only -----

Filing Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**SECTION 11-3-35 MET:**  YES  NO

Parking/Site Plan approved Yes \_\_\_\_\_ No \_\_\_\_\_ If no, reason: \_\_\_\_\_

Fire Marshal Inspection Pass \_\_\_\_\_ Fail \_\_\_\_\_ If fail, reason: \_\_\_\_\_

Fire Marshal Name/Title \_\_\_\_\_

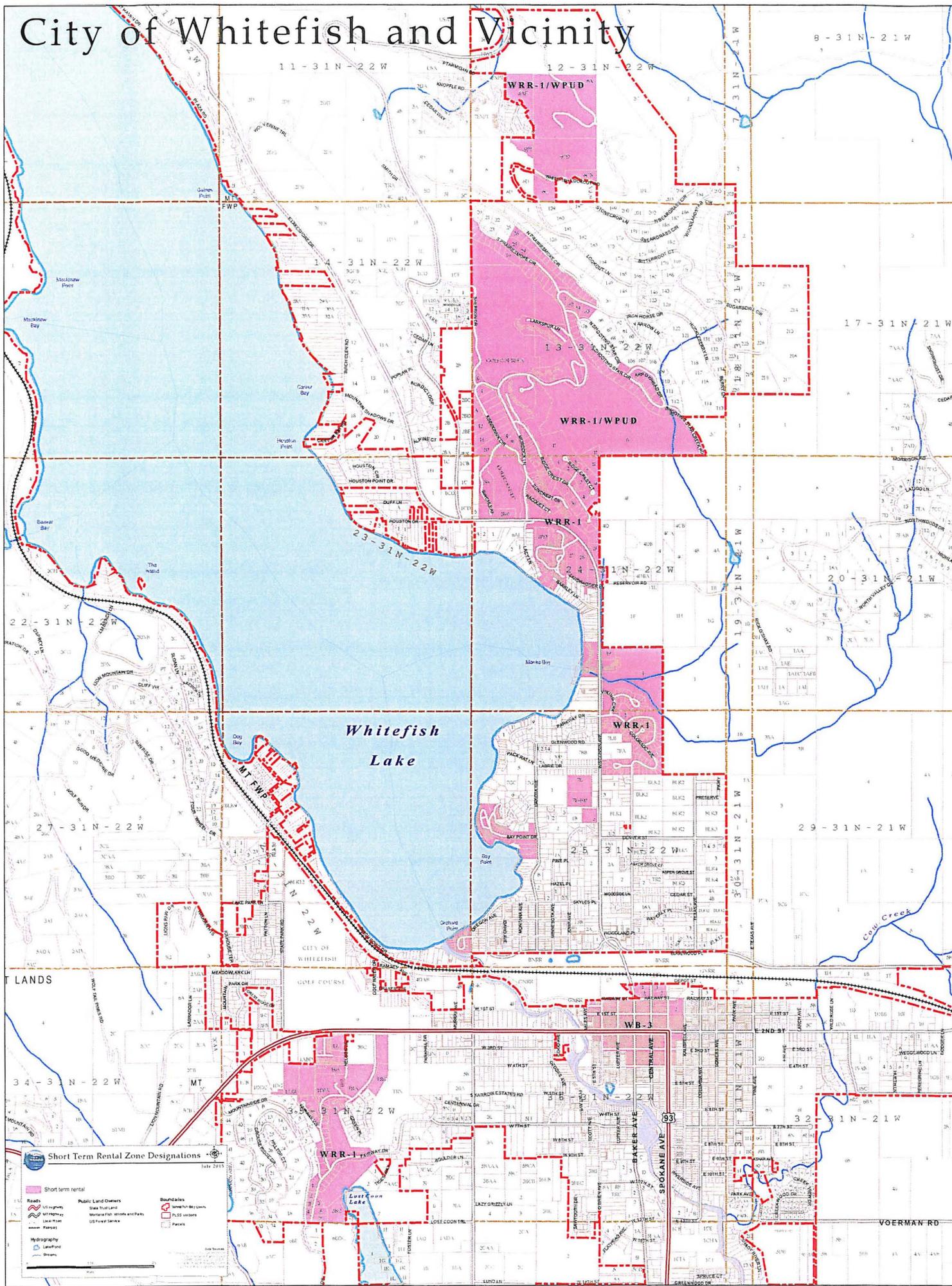
Fire Marshal Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Short Term Rental Permit Disposition:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ If denied, reason: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Whitefish and Vicinity



## Short Term Rental Zone Designations

July 2018

Short term rental	Public Land Owners Bike Trail Land Montana Fish, Wildlife and Parks US Forest Service	Boundaries City/County/State PLS/PSD Parcels
Roads US Highways Interstate Local Road Railroad	Hydrography Lake/Pond Stream	