



**City of Whitefish**  
 PO Box 158  
 418 E 2<sup>nd</sup> Street  
 Whitefish, MT 59937  
 Phone: 406-863-2400  
 customerserviceclerk@cityofwhitefish.org

## SHORT-TERM RENTAL PERMIT AND BUSINESS REGISTRATION APPLICATION

**FEE ATTACHED:** [ \$400 business registration fee] Each rented unit must complete a separate application.

Business Name:		Phone:	
<b>PROPERTY OWNER</b>			
Property Owner Name:		Property Owner Phone:	
Property Owner Mailing Address:			
Property Owner Email:			
<b>SHORT-TERM RENTAL PHYSICAL ADDRESS</b>			
Rental Physical Address (as listed on Flathead County GIS):		Zoning District:	Assessor's #:
<b>AUTHORIZED PROPERTY MANAGEMENT COMPANY DETAILS OR LOCAL CONTACT</b>			
Name:		Phone:	
Address:			
Email:			
Months Property to be rented & remitting resort tax (i.e. Yearly or specify months):			
Name of Entity/Person Reporting Resort Tax:			
Listing Title and/or Property Listing # (e.g. VRBO property #):			
Date Business will Commence:			

Please submit the following required items along with this completed application form:

- A "to scale" site plan showing lot, residence and any accessory buildings, adjacent streets, and the location of required 9' x 20' off-street parking spaces.
- Proof of application for a 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 <https://www.flatheadhealth.org/environmental-health/public-accommodations/> click on 'Plan Review Application'. A copy of the final sign-off shall be submitted to the City of Whitefish.

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

The rental property must conform to the land use provisions of Title 11, Zoning, Whitefish City Code, and other applicable regulations.

Units rented must not exceed the allowable dwelling unit density of the underlying zoning district. A unit is defined as an entire privately owned house, townhouse, condo, apartment or other residence, or any space within a dwelling unit rented independently (such as a bedroom), for stays of less than 30 days.

Each unit must 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 property owner's contact name and phone number (or local contact, if absentee) must be posted on an emergency contact notice visible outside the front door of each unit.

The owner must keep the property and buildings maintained and provide trash collection services at the commercial rate.

Exterior signage advertising the short-term rental of properties is not permitted.

The property owner must understand 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 registration and short-term rental permit, as well as possible enforcement action.

The Whitefish Fire Marshal will contact the owner (or local contact) to set up an inspection after initial application to determine if the dwelling meets current safety standards.

I have received a copy of the Whitefish Fire Department Rental Checklist with the Short-Term Rental Application.

I understand the dwelling will be inspected annually (every 12 months) by the Whitefish Fire Marshal, contact the Fire Department to set up the inspection each year.

I understand I will be charged a re-inspection fee of \$55 if the Whitefish Fire Marshal is required to inspect the property for a second time due to a failed inspection.

I understand I will be charged a \$55 'no show' fee if my unit is unavailable for a scheduled Fire Marshal inspection requiring a follow-up inspection.

I understand I am required to report and remit Resort Tax for short-term rentals on a monthly basis pursuant to Title 3 Chapter 3 of the Whitefish City Code. Even if there are zero gross sales.

If applicable, I understand that due to the change of use, my property will be assessed for payment under Special Improvement District 167 for the City of Whitefish Parking Structure.

I, the undersigned, hereby make this application to operate a residential short-term rental (30 days or less) in the Whitefish City limits consistent with Section 11-3-35, Short Term Rental Standards. I agree to operate the short-term rental in full compliance with Whitefish zoning regulations and Section 11-3-35, Short Term Rentals. I agree to report and remit Resort Tax monthly. I hereby certify that the statements made herein are true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

\*\*\*\*\* FOR CITY STAFF USE ONLY \*\*\*\*\*

Filing Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Business Registration #: \_\_\_\_\_

Short Term Rental Registration #: WSTR- \_\_\_\_\_ - \_\_\_\_\_

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

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

Located in SID 167: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

Planning Department Signature: \_\_\_\_\_ Short Term Date: \_\_\_\_\_

Rental Permit & Business Registration Disposition:

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

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

Resort Tax Listing