



## Short-Term Rental Frequently Asked Questions:

### 1. What is a Short-Term Rental?

*A short-term rental (STR), is a rental in which a full unit or rooms are rented for periods of less than 30 consecutive days. A vacation rental is the same as a short-term rental. Hotels, motels, and bed and breakfast facilities are not considered STRs. RV Parks and campgrounds are not included unless units within them are rented out for less than 30 consecutive days.*

*An Approved Permit is required prior to advertising and renting your property if it qualifies as an STR. The purpose of the code is to establish regulations for the use of residential dwellings as short-term rentals to safeguard the public health, safety and general welfare, to protect the integrity of the City's neighborhoods, to establish a system to track the short-term rental inventory in the City, to ensure compliance with local performance standards, to provide a means of contact for the responsible party of a short-term rental, to establish a Good Neighbor Policy for occupants of short-term rentals and their guests, and to allow private property owners the right to fully and efficiently utilize their property without undue regulation or interference.*

### 2. Who needs to apply for a short-term rental permit?

Any property owner who wishes to rent a residential property for a period of thirty (30) consecutive days or less is required to apply for a short-term rental permit. Failure to apply will be the sole responsibility of the property owner.

### 3. What are the exceptions for needing a short-term rental permit?

Subject to Municipal Code 17.08.1010B, any residential dwelling in the City may be rented without a permit for no more than fourteen (14) days per calendar year, where those fourteen (14) days are divided into no more than two (2) stays.

### 4. Can I apply for a short-term rental permit now?

Yes, you can apply for a new permit at any time. The City's goal is for all STRs have a valid permit if operating in the City of Coeur d'Alene. Please apply for an account at the following link to start the process: [www.cdaid.org/License/ApplyForPersonAccount](http://www.cdaid.org/License/ApplyForPersonAccount)

### 5. Can Accessory Dwelling Units be rented as short-term rentals?

An accessory dwelling unit (ADU), as defined by Municipal Code 17.02.030E, may be rented as a short-term rental, provided that either the principal dwelling or ADU on the property must be occupied by a majority owner of the property or an immediate family member of the property owner more than six (6) months out of any given year. A principal

dwelling and its associated ADU may not both be rented out concurrently as short-term rentals. Please note that after August 26, 2019, an ADU may only be used as a short-term rental if the required impact fee is paid for the ADU. Once the impact fee is paid, either the principal dwelling or ADU on the property must be occupied by a majority owner of the property or an immediate family member of the property owner more than six (6) months out of any given year.

6. Can properties with more than one unit be used as a short-term rental:  
For properties with more than one dwelling unit, including multiple lots developed as a single parcel, only ***one dwelling unit per property*** may be used as a short-term rental at any one time. If multiple units in a duplex or multiple-family housing (including condominiums and apartments) are owned by the same person or persons, only one unit may be used as a short-term rental.
7. How much does a STR permit cost?
  - Short-Term (Vacation) Rental Permits 1st year: \$285
  - Short-Term (Vacation) Rental Permits Renewals: \$180
8. What information is required in order to process an application for a STR Permit?
  - The owner's legal name, date of birth, contact number, both physical and mailing addresses, and email address;
  - If the short-term rental is to be operated or managed by someone other than the owner, the name, date of birth, contact number, both physical and mailing addresses, and email address for a responsible party with day-to-day authority and/or control over the short-term rental;
  - The address of the short-term rental;
  - The signatures of the owner and other responsible party, if any, agreeing and acknowledging that they are jointly responsible for the compliance by the occupant and any guests with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental, and for any unreasonable noise, disturbances or disorderly conduct by the occupant and/or guests while utilizing or while on the property of the short-term rental; and
  - Payment of the fee established by resolution of the City Council.
  - If any information required changes, a responsible party shall promptly advise the City.
  - At the time an application is filed with the City, a responsible party shall complete and file with the City the self-inspection checklist. A new self-inspection checklist shall be completed and filed with the City each year thereafter during which the short-term rental will be offered to the public.
  - Short-term rentals are not a grandfathered use. All short-term rentals in the City must have a permit to operate.
  - A short-term rental permit expires on March 31 of each year; provided, if the residential dwelling identified in the application is sold or title is otherwise transferred, the permit shall automatically expire

9. When do I need to renew my STR Permit?

Permits need to be renewed annually. The renewal application must be submitted by March 1 of each year. A permit for which a renewal application is not submitted by March 1 shall expire on March 31. If a permit has expired, a new application shall be required.

10. What if I did not get my STR permit?

You must apply immediately. If you are notified and fail to comply civil penalties may be issued.

*For Assistance, Please Contact Kelley Setters at 208-769-2229 or [ksetters@cdaid.org](mailto:ksetters@cdaid.org)  
When contacting Ms. Setters, be sure to include a reference to short term rental and your property address in all emails or voicemails. This will help her assist you as promptly as possible. Thanks!*