



Planning Division
CLIENT ASSISTANCE MEMO

Short-term Rentals

What is a Short-term Rental?

Short-term rental is defined in GHMC [17.04.726](#) as a legally established dwelling unit, accessory apartment, or portion thereof that is offered as a rental to guests for fewer than thirty consecutive nights.

What do I need to do to operate a Short-term Rental?

To operate a short-term rental, the short-term rental applicant shall first obtain an approved short-term rental permit, City of Gig Harbor business license and pass a safety inspection conducted by the City's Building Official, Fire Marshal.

What is the process for the Short-term Rental permit?

Required submittal documents should be either emailed to planningintake@gigharborwa.gov or delivered to the Planning Division at the Civic Center. Once the documents have been reviewed and determined all required information from the STR [Checklist](#) has been provided an invoice will be generated for the permit fees. After the fees have been paid the Notice of Application will be prepared for mailing, publishing, and posting. The Applicant will be notified to pick up the notice board and provide posting instructions. After the public comment period Staff will complete their review. After permit issuance instructions will be sent to the applicant on how to schedule their Building Inspection. The Building Inspector will come out and inspect the rental for life/safety items for example checking smoke and CO detectors in working order.

How long does a Short-term Rental permit last?

The Short-term Rental permit is valid until the property changes ownership, or a valid business license associated with the permit no longer exists.

Renewals

Prior to the Business License renewal the applicant must call and schedule a fire & safety inspection with the City's Building Official, Fire Marshal and complete and return a notarized [affidavit](#) in a form approved by the director confirming the general regulations of GHMC [17.85.040](#) have been met.

The complete code for Short-term Rentals is found in GHMC [17.85](#)

Client Assistance Memos are not intended to replace the Gig Harbor Municipal Code. Should you have any questions regarding this information please call the Planner of the Day at (253) 851-6170.