

**WAC 246-360-020 Licensure.** (1) A person must have a current license issued by the department before operating or advertising a transient accommodation. A license is effective for one year from date of issuance.

(2) An applicant for initial licensure must submit to the department, sixty days or more before commencing business, an application which shall include the following:

- (a) A completed application on a form provided by the department;
- (b) A completed self-inspection on a form provided by the department;
- (c) The fee specified in WAC 246-360-990;
- (d) A completed uniform business identifier number form provided by the department; and
- (e) Other information as required by the department.

(3) A licensee must apply for license renewal annually on or before the expiration date of the current license by submitting to the department, by mail postmarked no later than midnight on the license expiration date, or by presenting to the department personally or electronically no later than 5:00 p.m. on the expiration date, a renewal application which shall include the following:

- (a) A completed application on a form provided by the department;
- (b) A completed self-inspection on a form provided by the department;
- (c) The fee specified in WAC 246-360-990;
- (d) A completed uniform business identifier number form, provided by the department; and
- (e) Other information as required by the department.

(4) An applicant must pass, to the satisfaction of the department, an on-site survey prior to the department issuing an initial license or reinstating an invalid license.

(5) If the licensee fails to submit a complete renewal application meeting the requirements of subsection (3) of this section by the license expiration date, the license shall become invalid on the thirty-fifth day after the license expiration date unless:

- (a) All deficiencies in the renewal have been corrected; and
- (b) The applicable penalty or late fee as specified in WAC 246-360-990 has been received by the department, in each case prior to the thirty-fifth day following the expiration date. In the event the license becomes invalid, the transient accommodation is no longer authorized to operate.

(6) An invalid license may be reinstated upon reapplication for a license under subsections (2) and (4) of this section.

(7) At least fifteen days prior to a transfer of ownership or change in the Uniform Business Identifier number of a transient accommodation the current licensee must submit to the department:

- (a) The full name and address of the current licensee and prospective licensee;
- (b) The name and address of the currently licensed transient accommodation, and the name under which the transferred transient accommodation will operate;
- (c) The date of the proposed change; and
- (d) Other information as required by the department.

(8) At least fifteen days prior to a transfer of ownership or a change in the Uniform Business Identifier number of a transient accommodation, the prospective new licensee must apply for licensure by submitting to the department:

- (a) A completed application on a form provided by the department;

- (b) A completed self-inspection on a form provided by the department;
  - (c) The fee specified in WAC 246-360-990;
  - (d) A completed Uniform Business Identifier Number Form provided by the department; and
  - (e) Other information as required by the department.
- (9) A licensee must notify the department when changing the number of lodging units or the name of the transient accommodation by submitting:
- (a) A letter describing the intended change;
  - (b) The fee specified in WAC 246-360-990 for an amended license; and
  - (c) Other information as required by the department.
- (10) The licensee must notify the department prior to construction as defined in WAC 246-360-010(8) by submitting:
- (a) A description of the construction;
  - (b) A description of how the construction will be used;
  - (c) A description of any changes in the functional use of existing construction;
  - (d) Documentation of approvals issued by local authorities having jurisdiction; and
  - (e) Other information as required by the department.

[Statutory Authority: Chapter 70.62 RCW. WSR 04-24-002, § 246-360-020, filed 11/18/04, effective 4/1/05. Statutory Authority: RCW 70.62.240. WSR 94-23-077, § 246-360-020, filed 11/16/94, effective 12/17/94; WSR 92-02-019 (Order 225B), § 246-360-020, filed 12/23/91, effective 1/23/92. Statutory Authority: RCW 43.20.050. WSR 91-02-051 (Order 124B), recodified as § 246-360-020, filed 12/27/90, effective 1/31/91. Statutory Authority: Chapter 34.05 RCW and RCW 42.20.050. WSR 90-06-049 (Order 040), § 248-144-031, filed 3/2/90, effective 3/2/90. Statutory Authority: RCW 43.20.050. WSR 89-11-058 (Order 328), § 248-144-031, filed 5/17/89.]