



BONNER COUNTY PLANNING DEPARTMENT

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Vacation Rental Information

Why do you need a vacation rental permit?

The intent of the permit is to provide a process for the use of vacation rentals in Bonner County to safeguard the public health, safety and general welfare, to protect the character of residential areas ensuring compatibility with surrounding residential uses that will not materially alter the neighborhoods in which they are located.

Who needs a vacation rental permit?

Bonner County revised code 12-484 (B) outlines the need for land owners to comply as follows “ No structure, guesthouse, dwelling or accessory dwelling unit or portion thereof shall be used as a vacation rental until an application for a vacation rental permit has been reviewed and approved by the Planning Director or designee.” What this states is that for each structure that is rented on a property shall obtain a vacation rental permit.

Frequently Asked Questions

What is the cost? The initial permit is \$200, additional unit submitted at same time is \$120.

How long is the permit valid? At the end of two (2) years the permit shall expire.

Can I renew?

Yes! To renew a vacation rental permit, the holder shall submit for renewal on a form provided by the County together with the renewal fee. The biennial renewal request shall be submitted within thirty (30) days of the expiration of the vacation rental permit. A permit for which a renewal application is not timely submitted shall automatically expire.

Are renewals cheaper?

Yes! If you have no violations your renewal permit is \$100, If there are violations then the permit is \$200.

How many people can I have in my rental?

The maximum occupancy for a vacation rental shall be three (3) persons per bedroom plus an additional three (3) people up to a total of twenty (20) persons, regardless of age. This shall also be based on Panhandle Health or the sewer district recommendation and the space available for off-street parking. If there is to be more than twenty (20) people allowed in the rental, a conditional use permit is required. In addition No recreational vehicle, travel trailer or other temporary shelter shall be used as a vacation rental or in conjunction therewith to provide additional sleeping areas or otherwise.

Standards:

Parking: One off-street parking space shall be provided for each four (4) persons of occupancy in a vacation rental, regardless of age. No more vehicles shall be parked on the property than there are designated off-street parking spaces. Inability to provide the required off-street parking will reduce the permitted occupancy. A site plan shall be submitted with an application for a vacation rental permit which identifies the location of the required off-street parking.

Solid waste disposal: The property owner/owner's representative or a waste collection provider shall provide weekly solid waste collection during all months that the vacation rental is available for rent.

Permit Posting: The vacation rental permit shall be posted within five feet (5') of the front door of each dwelling unit, on the inside of the dwelling unit, and contain the following information.

- a. The name and telephone number of the local representative.
- b. The name and address of the owner.
- c. The contact information for the Planning Department and the Sheriff's Office in Bonner County.
- d. The maximum occupancy permitted.
- e. The number of off-street parking spaces provided on the property, and the maximum number of vehicles allowed to be parked on the property.
- f. The solid waste disposal collection day.
- g. Rules of the area, HOA, etc.
- h. Boating and recreational rules.

Signs/Advertising: One on premises sign, which may be lighted from the exterior, not in excess of six (6) square feet, shall be permitted. All advertising for the vacation rental shall include the County permit number and the maximum number of vehicles accommodated by off-street parking spaces.

Land: Adequate evidence shall be provided that there is sufficient land area to accommodate the proposed use, and that the use and any appurtenant structures are so arranged on the land as to minimize any adverse effects on surrounding properties, and will not create particular hazards to adjacent properties.

Zoning: All vacation rentals shall conform to the zoning in which they are located including and up to floodplain permitting, shoreline regulations and other applicable building location permits.

Local Representative:

Local Representative: The owner of the property shall designate a "local representative". The local representative must be either the owner or other individual person who resides permanently within ninety (90) minutes of the property or; a legally operating resort, bed and breakfast establishment, or property management company.

Change Local Representative: The local representative may be changed by the owner from time to time throughout the term of the permit, by the owner filing a written notice that includes the name, address and telephone number of the new local representative.

Notification Of Change: Failure to notify the County within thirty (30) days of a change in the local representative constitutes a violation and is grounds for a penalty pursuant to this section.

Complaints: The local representative must be authorized by the owner to respond to questions or concerns from the occupants or neighbors. The local representative shall serve as the initial contact person if there are questions or complaints regarding the operation of the property as a vacation rental. The local representative must respond to those complaints within seven (7) business days to ensure that the use of the property complies with the standards for vacation rental occupancy, as well as other pertinent County Code requirements pertaining to noise, disturbances, or nuisances, as well as State law pertaining to the consumption of alcohol, or the use of illegal drugs.

Neighbor Notification: The County shall notify property owners and residents within three hundred feet (300') of the property of the issuance of the permit and associated information. The purpose of this notification is so that adjacent property owners and residents can contact the local representative and/or owner to report and request the resolution of problems associated with the operation of the vacation rental.

Violations And Penalties:

Violations: Failure to comply with the occupancy or other requirements of the vacation rental permit and/or this section, shall constitute a violation. Disturbances or nuisances caused by the occupants (and their invited guests) of a vacation rental that violate the County codes or State law shall also constitute a violation. Penalties for each violation shall be imposed by the County.

Infraction: After receiving two (2) violations in a twelve (12) month period, the County may issue an infraction for any additional violation. An infraction shall be considered a civic public offense, not constituting a crime, and is punishable only by a penalty.

Penalties: Any person who has violated the provisions of this section shall be subject to a penalty of three hundred dollars (\$300.00) plus court costs, per occurrence, for which no period of incarceration may be imposed.

Revocation: The Planning Department is hereby authorized to revoke any vacation rental permit, issued under the terms of this section, if, after due investigation, it determines that the holder thereof has received five (5) or more violations in a twelve (12) month period. The permit shall be revoked for one year from the date of the fifth (5th) violation. The applicant may appeal the Planning Director decision to revoke a vacation rental permit to the Board of County Commissioners, pursuant to the provisions of section [12-261](#) of this title. (Ord. 574, 10-25-2017, eff. 1-1-2018)