AMENDATORY SECTION (Amending WSR 04-24-002, filed 11/18/04, effective 4/1/05)

**WAC 246-360-020** **Licensure.** (1) A ((~~person must have a current~~)) license issued by the department is required 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~~)), an applicant shall submit a complete application to the department((~~, sixty days or more~~)) at least 60 days before commencing business((~~, an application which shall~~)) that includes 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; and

(d) ((~~A completed uniform business identifier number form provided by the department; and~~

~~(e)~~)) Other information as required by the department.

(3) For license renewal, a licensee ((~~must apply for license renewal~~)) shall submit a renewal form 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~~)) that includes the following:

(a) A completed ((~~application on a~~)) renewal 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; and

(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.~~)) Renewal forms may be submitted by mail postmarked no later than midnight on the license expiration date, or by submitting to the department personally or electronically no later than 5:00 p.m. on the expiration date.

(5) If the licensee fails to submit a complete renewal ((~~application meeting the requirements of~~)) form outlined in subsections (3) and (4) 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~~)) becomes invalid and the transient accommodation is no longer authorized to operate.

(6) An invalid license may be reinstated upon reapplication for a license under subsection((~~s~~)) (2) ((~~and (4)~~)) of this section after the licensee:

(a) Proves all deficiencies in the renewal have been corrected; and

(b) Pays the applicable late fee as specified in WAC 246-360-990.

(7) After 35 days from the license expiration date, an applicant must also pass an on-site survey prior to the department reinstating an invalid license.

(8) At least ((~~fifteen~~)) 15 days prior to a transfer of ownership or change in the uniform business identifier number of a transient accommodation, the current licensee ((~~must~~)) shall 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)~~)) (9) At least ((~~fifteen~~)) 15 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~~)) shall 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)~~)) (10) A licensee ((~~must~~)) shall 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 fees specified in WAC 246-360-990 for an amended license; and

(c) Other information as required by the department.

((~~(10)~~)) (11) The licensee ((~~must~~)) shall notify the department prior to construction as defined in WAC 246-360-010((~~(8)~~)) (7) 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.]