

STEVENS COUNTY LAND SERVICES DEPARTMENT  
**PLANNING AND BUILDING DIVISIONS**  
BED AND BREAKFAST PERMITTING REQUIREMENTS

Under Stevens County Code Title 3, a bed and breakfast is a permitted use under all zoning classifications EXCEPT Forest, Agriculture and Industrial. They are not allowed in the Industrial classification. In Forest and Agriculture zones, an Administrative Conditional Use permit is required. A bed and breakfast is defined in SCC Title 3 as "Overnight accommodations and a morning meal in a dwelling unit provided to transients for compensation. Stay is not to exceed fourteen days."

To qualify as a bed and breakfast accommodation under the SCC Title 3, the facility must meet the definition of "dwelling unit" under the 2009 International Residential Building Code – Washington State amendment. The definition of dwelling unit includes the following use: "3. Owner-occupied dwellings with 5 or fewer guest rooms." If the guest accommodations do not meet this criteria, then the facility would need to meet other regulations under both SCC Title 3 zoning ordinance and the applicable building code.

Your county review and approval starts with the filing of a site analysis application (fee is \$30.00) with the Stevens County Planning Division. Prepare the site plan as described on the application and show the following:

- the location of the home and or any separate buildings to be used as guest rooms.
- the location and number of parking spaces for the guests.
- the location of the on-site septic system.
- the location of the well or water source
- the location of other areas or buildings on the property to be utilized as part of the guest rental operation, identify the location and purpose (i.e., spa, covered or outdoor area to be used for events).

On the site analysis application, under "proposed use" identify the existing and proposed use of the property. On a separate paper, provide any additional information to describe your proposal, including the following:

- what food service is to be provided. Be specific on food service - for example: continental breakfast (packaged food only); full breakfast; breakfast and other meals available.
- provide a floor plan of the residence and identify which rooms will be rental guest rooms and which bedrooms are retained for the owner's use.
- Identify if you want to offer the guest rooms and property for hosting special events, such as a wedding, reunions, retreats, classes on cooking, gardening, etc.

Building Division review for the bed and breakfast addresses your project through what is termed a "change of use" building permit application. Review includes the following:

- Was a building permit obtained when the house was constructed? When was it built?
- Various structural, fire and life safety issues (i.e., smoke detectors, emergency egress windows, exit plan, fire extinguishers, handrails, guardrails, etc.)
- Verifying adequate septic system design (permitted on-site system and number of bedrooms)
- Connection to an approved water source (a public water system is required for any establishment that serves food or for an establishment that provides 3 or more bedrooms and serves no food)
- Compliance with food service establishment regulation.

You will submit a building permit application for the "change of use" (*fee is \$188.00*), provide a copy of the floor plan of the building and identify water, sewer and food service information. The building division will schedule a site inspection of the building and review it for code compliance relating to the items referenced above. If new construction, or remodeling is planned as part of the bed and breakfast, an additional building permit may be required. Upon completion of a satisfactory inspection and verification that other requirements have been met, a certificate of occupancy for the bed and breakfast will be issued.

## STEVENS COUNTY BED AND BREAKFAST REQUIREMENTS

# of Bedrooms	Food Service Provided – If Yes, Food Service Establishment approval required	Water Source Requirements	Sewer Connection requirements On-site system must match # of bedrooms	DOH Transient Accommodation License	Qualifies as an R-3 Occupancy in Building Code	Planning Site Analysis Review	Planning Administrative Conditional Use Permit Required	Building Permit for change of use Required
2 or less & owner occupied	No	Private source OK – county potable water certification required	Permitted On-site system or public sewer connection	Not required	Yes	Yes	No unless in Forest or Agriculture Zone	Yes
2 or less & owner occupied	Yes	Public water system approval required	Same as above	Not required	Yes	Yes	Same as above	Yes
3 to 5 & owner occupied	Yes or No	Public water system approval required	Same as above	License required	Yes	Yes	Same as above	Yes
6 or more	Yes or No	Public water system approval required	Same as above	License required	No – changes to an R-1. Building no longer a B&B under building code or SCC Title 3 zoning code	Yes	Administrative Conditional Use Permit	Yes