



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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Frequently Asked Questions for Short-Term Rentals

Do I need a conditional use permit to establish a short-term rental?

If your property is located within a residential zone, yes, you must apply for a conditional use permit for a short-term rental. The zoning of your property can be checked by visiting next.axisgis.com/SitkaAK.

What kind of supporting materials do I need to submit with my application?

Applications for short-term rentals require a general application, a supplemental application for a short-term rental, a floor plan, site plan, parking plan, renter handout, and notarized affidavit stating the property is your primary residence. To sign the affidavit, you will need to provide documentation, such as a voter ID card, as verification.

Does my property need to be my primary residence for me to rent it short-term?

If your property is within a residential zone, yes. Sitka General Code defines “primary residence” as your residence for at least 180 days of the year.

How many parking spaces are required?

Short-term rentals require two parking spaces per dwelling unit.

When do I need to have my application submitted?

Staff requires that all materials are complete and submitted at least three weeks prior to the next scheduled Planning Commission meeting. Regular meetings are scheduled for the first and third Wednesday of each month.

Are there any fees associated with my permit?

Short-term rental permit requests have a \$100, non-refundable filing fee, plus sales tax. Approved permits must remit 6% bed tax in addition to sales tax to the city. Units that are short-term rented are subject to commercial utilities rates for water, as listed in SGC 15.05.320. Short-term rentals are subject to the unit listing outlined for bed and breakfasts (SGC 4.35.050).

How long does the permit approval process take?

If the permit is approved by the Planning Commission, there is a ten-day appeal period. If no appeals are filed in the ten-day period following the meeting, the permit is considered finalized.

Do I need to be present at the Planning Commission meeting?

Yes, you must be present at the Planning Commission meeting at which your permit request is heard. The Planning Commission often has specific questions pertaining to permit requests, and your presence ensures those questions are answered.

If my permit request is approved, when does it take effect?

Short-term rental permits take effect following the lapse of the ten-day appeal period and upon the applicant satisfying any outstanding conditions of approval. All short-term rental permits require a satisfactory fire and life safety inspection from the Building Department and sales tax registration with the Sales Tax Office.

Do I need to speak with my neighbors beforehand and will they be notified of my project?

As a general courtesy to your neighbors, the Planning Office recommends you inform surrounding neighbors of your project plans.

The Planning Office mails notification of permit hearings to all property owners within 300 feet of the project, in addition to publishing public notice in the newspaper twice prior to the meeting (SGC 22.10.120).

Does a short-term rental or bed and breakfast permit expire?

Permits expire upon the sale of a property, or if not utilized at least once within a calendar year.

Where can I read more about regulations for conditional use permits for short-term rentals?

Information on short-term rental permitting and regulation is mostly available under SGC 22.25.010, available online at sitka.municipal.codes/SGC/22.25.010. If you have further questions, please speak with a member of the Planning Office staff.