Renting out your Home on a nightly basis:

Navigating the complex process of converting your home to a Overnight Transient Accommodation (OTA) and complying Okanogan County regulations

Approved Water Source

If your house is connected to a group A, there are no additional requirements. If your house is on a Group B, you will need to ensure that an annual total coliform test is performed, with satisfactory results along with a Nitrate within the last three years. If you have a private well, there are additional requirements you must follow:

- Ensure that all water comes from a source that is a drilled well in accordance with WAC 173-160 (dug wells not acceptable).
- The water quality of the source must meet the standards of WAC 246-291-170 (Group B Public Water Systems Source Approval).
- Approval of the source requires a well site evaluation, a satisfactory coliform test and a complete Inorganic Contaminant Panel (IOC) with satisfactory results for all primary contaminants.
- Annual satisfactory coliform test results must be submitted, along with annual permit renewal

Additional Resources

If you have any questions, contact OCPH at 509-422-7140 and an Environmental Health Specialist will assist you.
OTA’S

Agencies
There are several agencies you will need to check with before starting the permitting process. City and/or county Building Dept. will have to sign off on the house. Check with your local city hall if you are within city limits. Some cities require a permit and may have zoned areas where you cannot operate. If the home is outside the city limits, check with Okanogan County Dept. of Planning. They require permitting and there are also zoned areas within Okanogan County that do not allow homes to operate as a OTA. Lastly, you will need a permit from Okanogan County Public Health (OCPH).

OCPH Regulations
To ensure safety for the people renting OTA’s, our office has set in place regulations that all OTA’s must comply with. You can view the OTA regulations at https://okanogancounty.org/ocph/ or hard copies are available at our office.

Checklist
All OTA’s must have the following:

- Meet approval from all relevant agencies
- Approved water source (see back panel for additional requirements if you have a private well)
- Approved sewage disposal (If you have a private sewage system, you’re septic system must comply with OCPH regulations)
- ABC fire extinguishers tagged and inspected by a certified technician on each floor
- Carbon Monoxide detectors and smoke detectors in each bedroom/sleeping area
- Second exit on each floor (you may require an escape ladder on other floors)
- Uncarpeted, easily cleanable floors in all bathrooms
- Safe railing that comply with OCPH OTA regulations
- A map/document available to guests that explain where to locate emergency equipment
- Disposal of refuse that complies with state and local regulations
- Proper storage of hazardous chemicals
- There are additional requirements in the regulations; the list focused on the major requirements

Permitting Process
You must submit an application with OCPH, along with the new OTA fee. If your house satisfy all requirements, an Environmental Health Specialist will schedule an inspection. If the house is found to be fully compliant with OCPH regulations, a permit will be issued.

OKANOGAN COUNTY PUBLIC HEALTH

1234 South 2nd Ave
PO Box 231
Okanogan, WA 98840
Phone: 509-422-7140
E-mail: ocph@co.okanogan.wa.us