



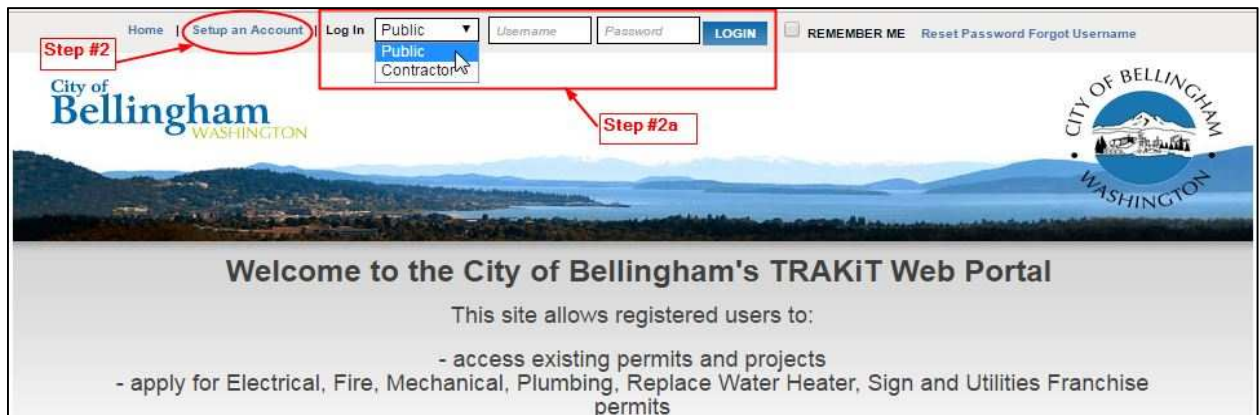
Planning and Community Development Department Rental Registration & Safety Inspection Program

210 Lottie Street, Bellingham WA 98225

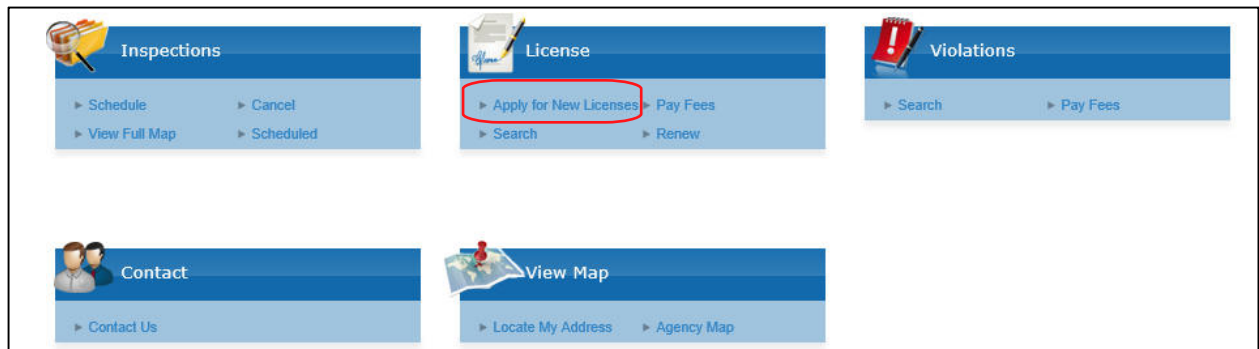
Telephone: (360) 778-8361 Fax: (360) 778-8302 TTY: (360) 778-8382

HOW TO APPLY FOR YOUR LICENSE ONLINE:

1. Go to www.cob.org/epermits.
2. Click *Setup an Account* and follow the instructions. Once all steps are complete and the account has been activated, log in as a Public user. (If you already have a Public user account, simply log in.)



3. Click on Apply for New Licenses



- ✧ Type = **Rental Registration**
- ✧ Subtype = Choose based on number of units onsite
- ✧ Enter name of property owner
- ✧ Unit type - pick from drop down list
- ✧ Select Inspection Preference: City of Bellingham (\$100), Private Inspector (\$45) or undecided.
- ✧ Exemption Status: Most licenses are non-exempt, visit cob.org/rentals to see qualifications)
- ✧ Additional information:
 - * Rental Address - Enter only address number and street
 - * Enter Unit Numbers (i.e. 101, 102 or A and B)
 - * Units - total count of rental units (not owner-occupied)
 - * Primary Contact - this is who should receive all correspondence on the license
- ✧ Click Next Step.
- ✧ VERY IMPORTANT: License Address: Search for your unit by entering your address (without city/state) and select your address from the selections provided. If nothing comes up, try again with just your address number and no street name.
- ✧ Confirm that all contact information populated
- ✧ Click Next Step (The license will not appear in the My Active Licenses table (which can be accessed by clicking on the "Dashboard"