



Permit Renewals

Applying for Permit Renewals

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01 Renew Permit

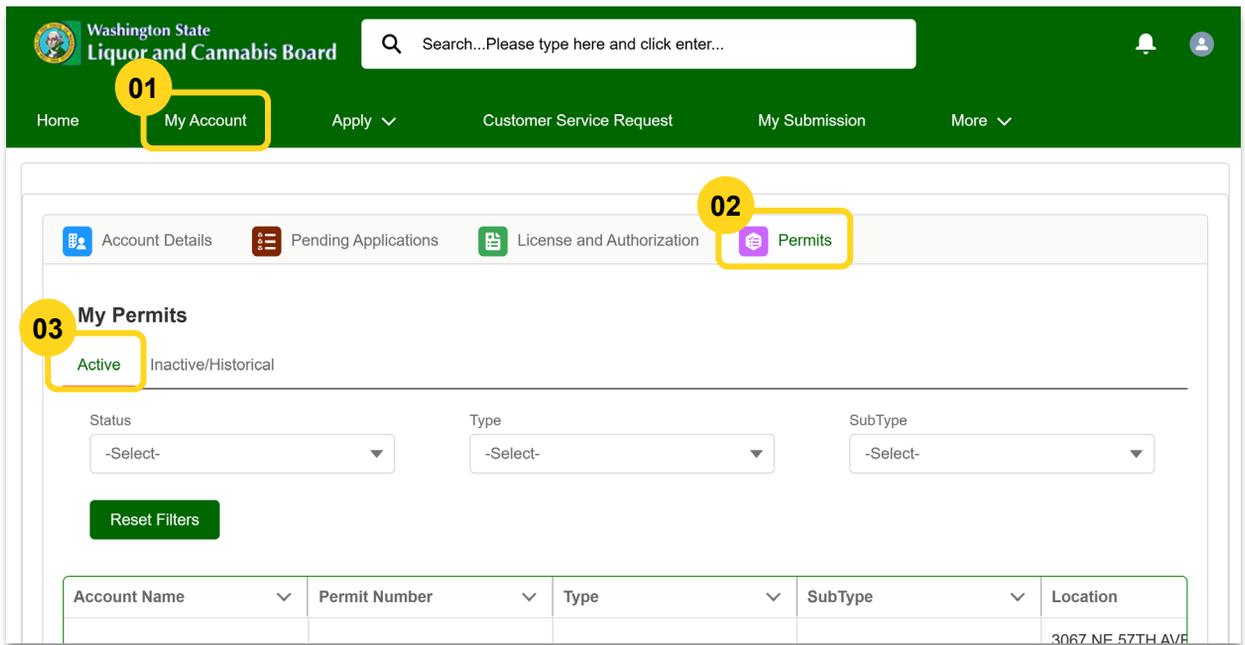
- *View your Permits.*
- *Apply for Permit Renewal.*



Renew Permit



The LCB Portal allows you to quickly apply for the renewal of your permit when it's close to the expiration date.



01 Click the **My Account** tab in the **Navigation Menu**.

02 Select the **Account** you want to view. For this example, we have selected our Business Account. Click the **Permits** tab.

03 Make sure you are viewing the **Active** tab.



Note: If your permit has expired, you can still renew it. Click on the **Inactive/Historical** tab to find your permit, then continue with the instructions on the following pages.



Account Details Pending Applications License and Authorization **Permits**

My Permits

Active Inactive/Historical

Status: -Select- Type: -Select- SubType: -Select-

Reset Filters

Account Name	Permit Number	Type	SubType	Location
Gold Rush Rentals	24-11-274589	Short Term Rental Operator	Class 21 - Short Term Rental	3067 NE 57TH AVE VANCOUVER, WA
Gold Rush Rentals	24-11-274601	Short Term Rental Operator	Class 21 - Short Term Rental	3067 NE 57TH AVE VANCOUVER, WA

04 Scroll down the list to find the permit you want to renew.

My Permits

Active Inactive/Historical

Status: -Select- Type: -Select- SubType: -Select-

Reset Filters

SubType	Location	Expiration Date	Status	Additio...
Class 21 - Short Term Rental	3067 NE 57TH AVE, VANCOUVER, WA 98661-6744	May 15, 2025	Issued	06 Renew
Class 21 - Short Term Rental	3067 NE 57TH AVE, VANCOUVER, WA 98661-6744	Jun 30, 2025	Issued	Reprint Permit

05 Use the navigation bar at the bottom to slide to the right to see the last columns, where you will find the **Expiration Date** and **Additional Actions**.

06 In the **Additional Actions** column, open the drop-down menu of the permit you want to renew and click **Renew**.



Account Details Pending Applications License and Authorization Permits

Permit Renewal

07 Permit Information

Would you like to add additional locations to your permit? Please complete the following information for each new rental property.

Add additional locations?

Next

Close

- 07** Follow the instructions in the **Permit Renewal** box to complete the required information and select the payment method. After paying for your renewal, you will get a confirmation email.