

Information Sheet for New Owners of Cabins on Forest Service Land Needing to be Issued a Special Use Permit

Olympic National Forest

Advertising, selling or gifting a cabin under permit does not require Forest Service permission. Cabin ownership, however, is restricted *by law to one legal owner and that must be an individual, a married couple or an approved revocable living trust*. A new permit can be issued to the new owner. The Forest Service cannot issue a permit to a new owner until after the sale is completed and the steps below are achieved.

The new owner must submit the following documentation to be able to receive a permit.

1. Completed Form [FS-2700- 3a](#) "Holder Initiated Revocation of Existing Authorization, Request for a Special Use Permit (3/2006)" is submitted to the local Forest Service office. This form, sometimes referred to as the "Transfer Form" requires the current permit holder(s) to request the existing permit be terminated (top half of form) and requests a new permit for the new owner(s) (bottom half of form).
2. A copy of the ownership reassignment document (bill of sale, probate judgment, etc)

The new owner may occupy the cabin as soon as the sale is completed.

An inspection will be completed for all new permit requests. When the property is inspected, the owner will be notified of unapproved items and conditions. The new owner may need to bring the structures and lot into full compliance with the permit and the Operations and Maintenance Plan terms before the new permit will be issued.

The permit face page states the items which are authorized on Forest Service land. Items not authorized may need to be removed before the new permit is issued. Before you purchase structures, make sure that the facilities you purchase are authorized on the face page of the current permit.

Once the documents are submitted it may take several months for the Forest Service to process and issue the new permit. Two copies of the permit will be sent to the owner for signatures; both permit copies must be returned for the Authorized Officer's signature before the permit is valid. One permit signed by both the owner

and the Authorized Officer will be mailed back to the new owner, and one retained at the Supervisors Office in Olympia.

Annual Fees associated with the Recreation Residence Cabins

An annual permit fee is assessed for each permit on Forest Service land. The billing will be sent to the current permit holder at the time of the billing. Bills are usually mailed in December, with fees applying to the following year.

Important Information For New or Prospective Cabin Owners – know the rules before you buy

1. All modifications to the cabin or lot, including but not limited to changes to roofs, siding, windows, doors, decks and porches and outbuildings, including paint color must be authorized in writing by the Forest Service before implementation. The authorization process takes from a couple of weeks to a couple of months depending upon the proposed alteration and the workload of Forest Service personnel. Not every request can be approved. If your cabin has historic status, or is located in an historic tract, there may be tighter restrictions on the type of modifications that can be allowed, and the time frame for their approval may be longer.
2. The Special-Use Permit allows use of the recreation cabin for recreation only. The cabins may not be used for one's primary place of residence. Commercial use of or conducting business from a Recreation Residence is prohibited. Permits cannot be granted to LLC's. Permits cannot be granted to Living Trusts without review.
3. The cabins must be used at least 15 days per year.
4. The area covered by the Special-Use Permit, including the improvements, must be maintained in good repair. Improvements are inspected periodically to ensure compliance with the terms of the Special-Use Permit. The [Self-Inspection form](#) posted on the website explains the details of items that are inspected through this process.
5. No soil, tree or vegetation shall be removed without permission from the Forest Service. The lots should resemble natural forest conditions, with lush vegetation and large woody debris on the ground. No trimming or removing vegetation for view.



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