

## SHORT-TERM RENTAL APPLICATION GUIDE

Ordinance 2022-338

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Please submit application and all documents via email if possible.

### Application

- Please use fillable form or print neatly.
- You **must** provide a 24/7 “local contact.” It may be the same as owner.

### Floor Plans

- Provide floor plans of all levels of the property.
- Identify all rooms on all floors, including dimensions of bedrooms.
- Show the locations of smoke detectors, CO2 detectors and fire extinguisher
- Plans may be hand drawn, provided they are neat, legible and accurate.
- Plans may be submitted in pdf format via email (preferred).

### Site Plan

- Show property lines, driveways and all structures, including pools and outdoor hot tubs.
- Identify location and number of on-site parking spaces.
- Show location and identification of all components of the sewage disposal system.
- Include the name of the person who prepared the plan and a plan date.
- The Site Plan may be hand drawn, providing plan is neat, legible and accurate.
- Site Plans may be submitted in pdf format via email (preferred)

### Septic System Certification

- If not on a central sewer system, you must provide a septic system evaluation certifying the existing system is functioning as intended.
- Proof the tank was pumped within the past three (3) years.

### Monroe County Hotel Room Excise Tax Certificate

- You must provide a copy of a current certificate.
- You can obtain a certificate at: <http://www.monroecountypa.gov/Dept/Treasurer/Pages/HotelTax.aspx>
- Hotel Room Excise Tax Assistance: Monroe County Treasurer: 570-517-3180

### Pennsylvania Sales, Use and Hotel Occupancy Registration

- Apply for a sales, use and hotel occupancy tax license: <https://www.pa100.state.pa.us/>
- Assistance: 717-787-1064

### Copy of Deed

- You can obtain a copy at the Monroe County Courthouse or on-line through Landex

### Insurance Policy Declaration Page

- Insurance Company can provide.
- Must be commercial/business policy for use of Short-Term Rental & general liability for minimum of \$500,000.

## Inspection

Applicants will be notified to schedule inspection only when all submitted documents are deemed satisfactory.

Inspection is to verify the following safety elements are present and in working order:

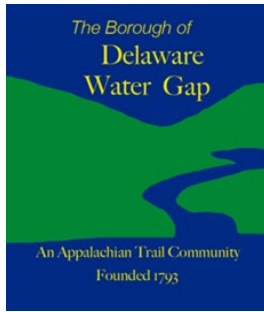
- Notice posted with the following information:
  - name of the owner and a telephone number at which that party can be reached on a 24- hour basis;
  - the E-911 address;
  - maximum number of occupants;
  - maximum number of vehicles;
  - trash pick-up day and notification that the trash shall not be left outside;
  - notification that an occupant may be cited and fined for creating a disturbance or violating other provisions of the Borough Code;
  - notification that occupants are required to make the property available for inspection by the Zoning and/or Enforcement Officer upon request
- Smoke detectors in each bedroom;
- Smoke detectors outside each bedroom in common hallways;
- Smoke detectors on each floor;
- GFI outlets for outlets located within six (6) feet of water source;
- Aluminum or metal exhaust from dryer;
- Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood range or fireplace, or wood-burning stove;
- Carbon monoxide detector if garage is attached;
- Fire extinguisher in kitchen;
- Stairs (indoor and outdoor) in good condition
- E-911 address marker properly installed;

## Application Fees:

Permit fee for a new application: \$100.00

Permit fee for a renewal application: \$100.00

Fee may be mailed or hand delivered. We accept cash, check or money order. Pay to 'Borough of Delaware Water Gap'. Credit card payments can be made online at [www.dwgpa.gov](http://www.dwgpa.gov) (Borough Fees). Fees are non-refundable.



## SHORT-TERM RENTAL PERMIT APPLICATION GUIDE

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### Property Information

Property Parcel ID No: \_\_\_\_\_ Property PIN: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_  24/7 contact  text ok

Alternate Phone (24 hour): \_\_\_\_\_  24/7 contact  text ok

Email: \_\_\_\_\_

### Local Contact Person

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_  24/7 contact  text ok

Alternate Phone (24 hour): \_\_\_\_\_  24/7 contact  text ok

Email: \_\_\_\_\_

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### Documents Required (check to confirm included)

- Floor Plans
- Site Plan
- Number of Bedrooms \_\_\_\_\_
- Number of Parking Space \_\_\_\_\_
- Copy of Property Deed
- Septic System Evaluation & Pumping Record, if required
- Copies of County Hotel and PA Sales & Use Tax Certificates
- Insurance Policy Declaration Page (commercial use of Short-Term Rental: \$500,000 min. liability)

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I/We hereby give consent for inspection of the property by the enforcement officer to verify compliance with the conditions of this Short-Term Rental Application. Owner authorizes Local Contact to act on behalf of property owner.

Print Property Owner Name: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Local Contact: \_\_\_\_\_

Signature of Local Contact: \_\_\_\_\_ Date: \_\_\_\_\_