

BARRETT TOWNSHIP SUPERVISORS



Phone: 570-595-2602

Fax: 570-595-7550

993 ROUTE 390 • CRESCO, PA 18326

www.BarrettTownship.com • e-mail: Jeryl@BarrettTownship.com

SHORT-TERM RENTAL PERMIT APPLICATION GUIDE

Floor Plans

- Plans of all levels, identify all rooms on all floors, provide dimensions of bedrooms
- Indicate locations of smoke detectors, CO2 detectors and fire extinguisher
- Plans may be hand drawn, providing they are neat, legible and accurate
- Plans on file with the Township may be requested
- 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
- Show location and number of on-site parking spaces. Parking on lawns, vegetated areas and public street right-of-way is prohibited.
- Show location, label all components of sewage disposal system.
- Site Plan may be hand drawn, providing plan is neat, legible and accurate
- Site Plan may be submitted in pdf format via email (preferred)

Septic System Certification

- Use septic professional consultant, such as those found on psma.net
- Pumper Receipt is acceptable as proof tank has been pumped within the past three years.

Monroe County Hotel Room Excise Tax Certificate

- Help to apply for this tax certificate: Monroe County Treasurer: 570-517-3180
<http://www.monroecountypa.gov/Dept/Treasurer/Pages/HotelTax.aspx>

Pennsylvania Sales and Use Tax Permit

- Apply for a sales, use and hotel occupancy tax license: <https://www.pa100.state.pa.us>
- Help with filling out Form PA-100, call 717-787-1064

Copy of Deed: available at Monroe County Courthouse or on-line through Landex.

Insurance Policy Declaration Page - Insurance Company can provide. This must be commercial policy to cover use of Short-Term rental and general liability for minimum of \$500,000.

Property Owner's Association - Written approval from the owner's property association is required prior to the issuance of a Short-Term Rental Permit (if applicable).

Upon filing an application, Short-Term Rentals shall be equipped with the following:

- a. Smoke detectors in each bedroom;
- b. Smoke detectors outside each bedroom in common hallways;
- c. Smoke detectors on each floor;
- d. GFI outlets for outlets located within six (6) feet of water source (also known as GFCI);
- e. Aluminum or metal exhaust from dryer;
- f. Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove;
- g. Carbon monoxide detector if garage is attached;
- h. Fire extinguisher in kitchen; must be visible or clearly noted as to location
- i. Stairs (indoor and outdoor) in good condition; hand rails in place for entire length (does not include common areas)

Please submit application and all documents via email if possible. Payment may be mailed or hand delivered. Permit fee is \$500 first year, then \$300 subsequent years. We accept check or money order. Pay to 'Barrett Township'. Sorry, no credit cards.

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SHORT-TERM RENTAL PERMIT

Rental Property Address

Application Fee: \$500
(non-refundable)

Property Owner

Name _____ Phone _____ 24/7 contact text OK

Mailing Address _____ Alt. Phone _____ 24/7 contact text OK

Email _____

Managing Agency, Agent or Local Contact Person

Name _____ Phone _____ 24/7 contact text OK

Mailing Address _____ Alt. Phone _____ 24/7 contact text OK

Email _____

Documents Included:

- Floor Plans
- Site Plan
- Copy of Property Deed
- Insurance Policy Declaration Page (commercial use of Short-Term Rental: \$500,000 min. liability)
- Septic System Evaluation and Pumping Record
- Copies of Required Tax Certificates (State & Monroe County)
- Property Owner's Association approval (if applicable)

Number of Bedrooms _____

Number of Parking Spaces _____

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 management company to accept service for the owner.

Owner Signature

Date

Managing Agency/Agent/Local Contact Person

Date