



# COOLBAUGH TOWNSHIP

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
www.coolbaughtwp.org

## Short-term Rental Process:

- A copy of a valid Monroe County Hotel Tax Certificate must be applied for and received prior to applying for a short-term rental permit.
- Receive a Monroe County Hotel Tax Certificate by completing the “Hotel Tax Registration Form” available here (<https://www.monroecountypa.gov/departments/treasurer>) (this is processed and issued by the Monroe County Treasurer and not Coolbaugh Township)
- Verify you have the “**Declaration Page**” of a paid-up, current insurance policy in effect with respect to the short-term rental property evidencing at **minimum of \$500,000 in liability insurance** covering short-term rentals for the full duration of the license term. (Must say rental, short-term rental, or similar wording to show property is a rental)
- Complete the application and pay the required fees for a new/renewal Short-Term Rental permit here: <https://portal.traisr.com/Default.aspx> (\$200 new permit, \$150 renewal permit).
- Once all the above information is received and verified you will be contacted within **30 days** to schedule an onsite inspection. (*Coolbaugh Township has 30 days to process applications and issue permits*)

## Short-term Rental Pre-Inspection Checklist:

### Exterior.

- Required 911 Address sign is installed correctly.
- All decks and stair rails and guards are attached and in working order.
- All exits are always free and clear of any obstructions.
- Any/all exterior lights are in working order and not facing adjoining properties.
- Landscaping maintained.
- Decks, stairs, landings, etc. free from defects.
- The chimney is in working condition (if applicable).
- No junk or garbage on the property.
- All structures such as but not limited to decks, sheds, hot tubs, gazebos, patios, awnings, pools and any other items that require permits must have a valid final certificate on file prior to any short-term rental being issued.

### Interior.

- ALL ROOMS MUST BE ACCESSABLE FOR INSPECTION. THIS INCLUDES BUT NOT LIMITED TO BASEMENT, CONVERTED ATTICS, AND EVERY INTERIOR ROOM.**
- All doors and windows are fully operational and free of obstructions.
- Smoke Alarms/Detectors. There is 1 smoke detector visible inside each sleeping room. (Do not cover detector)**
- There is 1 smoke detector in a common area on each level of the residence. (Do not cover detector)**
- There is 1 carbon monoxide detector in a common on each level of the residence. (Do not cover detector)**
- Fire Extinguisher correctly maintained and fully operational, visible or clearly labeled **in the kitchen & adjacent to any fireplace/wood stove** (2.5 LB ABC preferred)



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- Stairs are free from tripping hazards, stair rail in place and operational.
- Hallways are free from obstructions.
- All occupied rooms have working electrical outlets and lighting fixtures. (No extension cords).
- All appliances (refrigerator, stove, etc.) and fixtures (sinks, showers, tubs, faucets etc.) are free from defects and maintained.
- GFCI outlets installed close to a water source. (Kitchen, bathrooms, washing machines)
- Walls and ceilings are free from damage.
- Fireplace clean and operational (if applicable).
- The dryer is vented to the exterior.

## **Administrative.**

- Alarm permit on file. (If system is monitored by a third-party example. ADT, Slomin's)
- No alarm permit required for self-monitored system (example ARLO, RING etc.)
- Septic maintenance permit is current (for properties with on-lot septic systems).
- All necessary documents are posted inside the property prior to inspection.
  - Hotel Tax Certificate
  - Information Notice (see below for required information)
- Owner of record as per Monroe County Assessment Office **must** be the applicant.
- Click on the link to see information on file with Monroe County Assessment Office  
<https://www.monroecountypa.gov/departments/assessment>
- If the owner of record is not the applicant (example LLC) legal documentation **must** be provided with application to show relationship between applicant and listed owner or application will not be processed. (LLC Operating Agreement, Certificate of Organization etc.)
- There is a \$40 charge for all reinspection.

**PLEASE PRINT AND COMPLETE THE NEXT PAGE AND POST CONSPICUOUSLY INSIDE THE FRONT DOOR**



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## **Information Notice to be Posted inside the Property:**

Each short-term rental shall have a clearly visible and legible notice posted within the unit on or adjacent to the front door containing the following information. The occupants of a short-term rental shall make the notice required by this subsection available for inspection by the enforcement officer upon request.

- The name of the managing agency, agent, property manager, contact person, or owner of the unit, and the telephone number at which that party may be reached on a twenty-four-hour basis.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Phone Number

- The maximum number of occupants permitted to stay in the short-term rental dwelling unit and the maximum number of day guests permitted at any one time. (Maximum number of day guests is 75% of maximum number of permitted overnight plus total permitted overnight guests)

\_\_\_\_\_  
Maximum Number of Overnight Occupants

\_\_\_\_\_  
Maximum number of total day guests

- The maximum number of all vehicles allowed to be parked on the property and the requirement that all renter/guest parking must be on the property and not in any private, community or public right-of-way. (The minimum requirement is 1 parking space per bedroom. There is no maximum number, however vehicles may only be parked in the driveway and not on the grass or on any roadway). (Parking spaces are width 9' x length 18')

\_\_\_\_\_  
Maximum Number of Vehicle Parking Spots

- The number and location of on-site parking spaces and the parking rules for seasonal snow removal and emergency vehicle access (if any). (Homeowner Association Specific).
- The trash pickup day and notification that **trash and refuse shall not be left or stored on the exterior of the property except from 6:00 p.m. of the day prior to trash pickup to 6:00 p.m. on the day designated for trash pickup unless a bear-proof container exists for use by the occupants.**

\_\_\_\_\_  
Trash Pick Up Day

\_\_\_\_\_  
Day Trash Can Be Left Outside

- Notification that an occupant may be cited and fined for creating a disturbance or for violating other provisions of this chapter.
- Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this chapter subject to a citation and fines