

SHORT-TERM RENTAL APPLICATION GUIDE

Ordinance 2022-338

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:

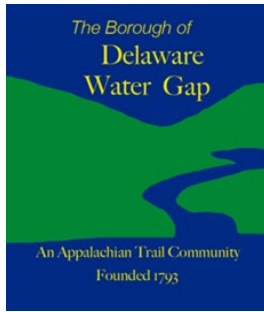
- Notice posted with the following information:
 - name of the owner and a telephone number at which that party can be reached on a 24- hour basis;
 - the E-911 address;
 - maximum number of occupants;
 - maximum number of vehicles;
 - trash pick-up day and notification that the trash shall not be left 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: \$500.00

Permit fee for a renewal application: \$500.00

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 (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: _____

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)

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: _____