

GUIDANCE

SHORT-TERM RENTAL PERMIT APPLICATION

Jackson Township, Monroe County, PA

Ordinance 2018-100

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 and label all components of the sewage disposal system, if not served by a central or community sewer 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:

<http://www.monroecountypa.gov/Dept/Treasurer/Pages/HotelTax.aspx>

Pennsylvania Sales and Use Tax Permit

Help to apply for a sales tax permit: www.pa100.state.pa.us.

Also. . . <https://taxify.co/2016/05/16/guide-to-registering-for-a-sales-tax-permit-in-pennsylvania>

Copy of Deed: available at Monroe County Courthouse

Insurance Policy Declaration Page - Insurance Company can Provide

Notice to Owner's Association - This is a letter written by the owner or agent indicating the intent to make application for and use the subject residential property as a short-term rental.

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;
- 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;
- i. Stairs (indoor and outdoor) in good condition; (does not include common areas)

Please submit application and all documents via email if possible. Payment may be mailed or hand delivered. We accept cash, check or money order.

Pay to 'Jackson Township'. Credit card payment is not yet available.

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