

## SHORT-TERM RENTAL PERMIT APPLICATION

### Jackson Township, Monroe County, PA

Ordinance 2018-100

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#### **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** (not required for VAC or Northridge)

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** (not required for VAC or Northridge)

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/Registration.htm>  
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.

**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 (as 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;
- 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.** Permit fee is \$300 first year, then \$100 subsequent years. We accept cash, check or money order. Pay to 'Jackson Township'. Sorry, no credit cards.