

GUIDANCE

1/5/2021

SHORT-TERM RENTAL PERMIT APPLICATIONS

Jackson Township, Monroe County, PA

Ordinance 2018-100

Please submit application and all documents via email if possible.

Guidance for First Year Permit Application

Application: Please use fillable form or print neatly. 24/7 'local contact' is required and may be the same as owner.

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 identified here: <http://www.pdma.net/>
Pumper Receipt is acceptable as proof tank has been pumped within the past three years.

Monroe County Hotel Room Excise Tax Certificate

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

Use Hotel Registration Form/Assistance: Monroe County Treasurer: 570-517-3180

This registration is required, even if all rentals are through third-party booking platforms.

Pennsylvania Sales, Use and Hotel Occupancy Registration

<https://www.pa100.state.pa.us/>

Assistance: 717-787-1064

Third-party booking platforms such as AirBnB, VRBO, etc, submit screenshot showing account number

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 or business 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 subject residential property as a short-term rental. Email is acceptable and cc to rmiller@jacksontwp-pa.gov. Northridge at Camelback properties must login on website to complete this task. <http://www.northridgeatcamelback.com/>

Applicants will be notified to schedule inspection only when all submitted documents are deemed satisfactory. Inspection is to assure the following safety elements are installed and in working order.

- 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 range or fireplace, or wood-burning stove; also attached garage
- g. Fire extinguisher in kitchen; must be visible or clearly noted as to location
- h. Stairs (indoor and outdoor) in good condition and handrails; (does not include common areas)
- i. Kitchen Range to have anti-tip device installed

Fee Payment: First Year: \$400

Fee may be mailed or hand delivered. We accept cash, check or money order. Pay to 'Jackson Township'. Sorry, no credit cards. Fees are non-refundable.

Guidance for Renewal Permit Application

Application: Please use fillable form or print neatly. 24/7 'local contact' is required and may be the same as owner.

Insurance: certify insurance is up to date with minimum requirements (check box). See Guidance for first year.

Smoke Detectors, etc: certify all safety devices are in working order (check box). See Guidance for first year.

Bedrooms: certify no change with regard to bedrooms (check box). See Guidance for first year.

Required Documents:

Proof all Taxes have been Paid

Monroe County: submit copies of quarterly report (most recent 3 quarters)

If all rentals through third party such as 'AirBnB', submit "zero" quarterly reports.

Pennsylvania: submit copy E-tides <https://www.pa100.state.pa.us/>

If all rentals through third party such as 'AirBnB', submit transaction history.

Septic Tank Pumping Record (every three years/verify with Jackson Township if due). See Guidance for first year.

Fee Payment: Renewal fee is \$100. See Guidance for first year.

Guidance for Transfer of Permit Application (new owner)

Application: Please use fillable form or print neatly. 24/7 'local contact' is required and may be the same as owner.

Floor Plans (changes only) See Guidance for first year.

Site Plan (changes only) See Guidance for first year

Septic System Certification (verify with Jackson Township if due) See Guidance for first year

Monroe County Hotel Room Excise Tax Certificate

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

Use Hotel Registration Form/Assistance: Monroe County Treasurer: 570-517-3180

This registration is required, even if all rentals are through 'AirBnB'.

Pennsylvania Sales, Use and Hotel Occupancy Registration

<https://www.pa100.state.pa.us/>

Assistance: 717-787-1064

If rentals through third-party booking platform (AirBnB, VRBO), submit screenshot showing account number

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 or business 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 subject residential property as a short-term rental. Email is acceptable and cc to rmiller@jacksontwp-pa.gov. Northridge at Camelback properties must login on website to complete this task. <http://www.northridgeatcamelback.com/>

Applicants will be notified to schedule inspection only when all submitted documents are deemed satisfactory. One inspection is included with the transfer permit fee. Inspection to assure the following safety elements are installed and in working order.

- 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 range or fireplace, or wood-burning stove; also attached garage
- g. Fire extinguisher in kitchen; must be visible or clearly noted as to location
- h. Stairs (indoor and outdoor) in good condition and handrails; (does not include common areas)
- i. Kitchen Range to have anti-tip device installed

Fee Payment: Transfer fee is \$200. See Guidance for first year.

Note: Permit issued for new owner is valid for one full year.