



Office Use

Permit #: _____

Date: _____

\$250 Fee: _____

Payment Method: _____

Inspection Date: _____

SHORT-TERM RENTAL PERMIT APPLICATION

OWNER INFORMATION

Owner(s) Name(s) _____

Owner Address _____

Owner Phone Number _____ Owner Email _____

Co-Owner Phone Number _____ Co-Owner Email _____

PERSON IN CHARGE/MANAGING AGENCY/LOCAL CONTACT INFORMATION

Name _____

Address _____

24/7 Phone Number _____ Email _____

Authorized to Accept Service for Property Owner? _____

RENTAL PROPERTY INFORMATION

Address _____

Parcel ID/Lot & Block # _____ Total # of Dwelling Units in Structure _____

Total # of Dwelling Units for Short-Term Rental _____ Total # of Bedrooms _____

Max. # of Overnight Guests _____ Total # of Parking Spaces _____

DOCUMENTS TO BE INCLUDED WITH APPLICATION (see attached for additional information)

Floor Plans

Copies of Required Tax Certificates (State & County)

Site Plan

Copy of PA Sales and Use Tax License

Copy of current recorded Deed

Diagram of On-Site Parking Spaces

Septic System Evaluation/Pumping Record

Trash Collection Statement

OWNER'S SIGNATURE _____ DATE _____

MANAGER SIGNATURE _____ DATE _____



SHORT-TERM RENTAL PERMIT APPLICATION GUIDE

Floor Plans

- Plans of all levels, identify all rooms on all floors, provide dimensions of bedrooms
- Indicate locations of smoke detectors, CO detectors, and fire extinguishers
- Plans may be hand drawn, providing they are neat, legible, and accurate.
- Plans on file with the Borough 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 the location and label all components of the sewage disposal system.
- Site Plan may be hand drawn, provided the plan is neat, legible, and accurate.
- Site Plan may be submitted in pdf format via email (preferred)

Septic System Certification

- Use a septic professional consultant, such as those found on www.pdma.net
- Pumper Receipt is acceptable as proof that the tank has been pumped within the past three years.

Adams County Hotel Room Excise Tax Certificate

- For questions or assistance with this item: <https://www.adamscountypa.gov/departments/treasurer/hotelroomrentaltax>

Pennsylvania Sales and Use Tax Permit

- Apply for a sales, use and hotel occupancy tax license: <https://www.pa100.state.pa.us>
- Help with filling out Form PA-100, call 717-787-1064

Copy of Deed: available at Adams County Courthouse

Before issuance of a permit by the Borough, an inspection will be required to ensure all Short-Term Rentals are equipped with the following:

1. Smoke detectors in each bedroom;
2. Smoke detectors outside each bedroom in common hallways;
3. Smoke detectors on each floor;
4. GFI outlets for outlets located within six (6) feet of water source (also known as GFCI);
5. Aluminum or metal exhaust from the dryer;
6. Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove;
7. Carbon monoxide detector if a garage is attached;
8. Fire extinguisher in kitchen; must be visible or clearly noted as to the location
9. Stairs (indoor and outdoor) in good condition; handrails in place for entire length
10. Swimming pools, hot tubs, and spas must meet the barrier requirements as required by the current edition of the PA Uniform Construction Code

Please submit the application and all documents electronically if possible. Permit fee is \$250 per year. Online payment options are available; contact the office for more information.