

SHORT-TERM RENTAL PERMIT APPLICATION TUNKHANNOCK TOWNSHIP, MONROE COUNTY

Ordinance 2019-01

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, 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)

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; must be visible or clearly noted as to location
- i. Stairs (indoor and outdoor) in good condition; hand rails in place for entire length (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 \$500 first year, then \$100 subsequent years. We accept cash, check or money order. Pay to 'Tunkhannock Township'. Sorry, no credit cards.