



**SHORT-TERM RENTAL PERMIT APPLICATION**

**REQUIRED FOR DWELLINGS THAT ARE RENTED FOR 30 CONSECUTIVE DAYS  
OR LESS**

*All sections of applications must be filled out*

APPLICATION FEE: \$300.00

ANNUAL RENEWAL FEE: \$50

**I. LOCATION OF PROPERTY:** Property must have required 911 signage

- a. Property address and location: \_\_\_\_\_
- b. Deed Owner and address: \_\_\_\_\_
- c. Contact Number: \_\_\_\_\_
- d. Zoning District: \_\_\_\_\_
- e. Tax Map # \_\_\_\_\_

**II. APPLICANT INFORMATION, IF DIFFERENT THAN OWNER:**

- a. Applicant's Name and Address: \_\_\_\_\_
- b. Contact Number: \_\_\_\_\_
- c. Interest in property:  Record Owner,  Manager,  Option Holder,  Buyer Under Agreement of Sale,  Other: \_\_\_\_\_

**III. 24-HOUR EMERGENCY CONTACT INFORMATION, IF DIFFERENT THAN OWNER:**

- a. Name and Address: \_\_\_\_\_
- b. Contact Number: \_\_\_\_\_
- c. The owner of the short-term rental is the person responsible for compliance with the provisions of this Ordinance.

**IV. INSURANCE INFORMATION:** (must check box below to indicate general liability insurance in the minimum required limit is attached to this application):

- Proof of general liability insurance is attached. The owner is required to provide proof of general liability insurance in the amount of three hundred thousand dollars (\$300,000) combined single limit.

**V. DESCRIPTION OF PROPERTY:**

- a. ( ) SINGLE-FAMILY:



- i. Number of dedicated bedrooms (70 sq ft min): \_\_\_\_\_
- ii. Number of bathrooms: \_\_\_\_\_
- iii. Number of finished floors: \_\_\_\_\_
- b. ( ) TWO-FAMILY/MULTI-FAMILY:
  - i. Dwelling units: \_\_\_\_\_
  - ii. Number of dedicated bedrooms (70 sq ft min): \_\_\_\_\_
- c. PARKING: on lot parking only. NO ON ROAD PARKING.

**VI. TYPE OF SEPTIC SYSTEM:**

- a. ( ) Individual on lot/ESM or ( ) Central Collection  
Per Ordinance #802, the number of bedrooms permitted shall not exceed the number of bedrooms approved for the dwelling unit on the sewage permit issued. If no sewage permit on file, the rental shall be limited to three (3) bedrooms unless proof is provided to the Sewage Enforcement Officer that the septic system is adequate to handle additional flows. Any short-term rental advertising more than five (5) bedrooms shall provide proof that the septic system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer or by providing a septic permit previously issued by a Sewage Enforcement Officer.

**VII. TYPE OF WATER SYSTEM:** ( ) Individual Well ( ) Public Water Supply

**VIII. RECOMMENDED TO BE PROVIDED BY OWNER TO TENANT:**

- a. Private community rules (if permitted in HOA).
- b. Copy of Delaware Township Ordinance 802 regulating short-term rentals.
- c. Owner's rules.
- d. All contact information for owner's local responsible party.

**IX. OTHER APPLICATION REQUIREMENTS:**

- Check for the applicable fee made out to "Delaware Township."
- Attach written approval from homeowners' association.
- Attach PLOT PLAN: size/shape of property, size/location of existing structures (including septic system & available on-site parking spaces.)
- Attach pictures of 911 address signage, front, rear, and sides of principal building (for identification purposes).
- Attach a copy of your Pike County Hotel Excise Tax #.



- Attach a copy of your PA Dept Revenue Sales Tax License #.
- Attach copy of deed.
- Attach the Short-Term Rental Self-Inspection Safety Checklist.

**X. RELEASE AND INDEMNIFICATION: (must check boxes and initial below to indicate agreement to the Release and Indemnification):**

Release. The undersigned (including the Owner, Applicant and Manager), and their personal representatives, heirs, successors and assigns, do hereby release, remise, acquit, quitclaim and forever discharge Delaware Township, its elected and appointed officials, employees, contractors, consultants, successors and assigns (collectively, "Delaware Township"), of and from all claims and losses, known or unknown, which they may have against Delaware Township with respect to any and all loss or damages or actions or causes of action for personal injury, property damage, or wrongful death (including court costs and attorney fees) occurring as a result of the short-term rental.

Initials: \_\_\_\_\_

Indemnification. The undersigned (including the Owner, Applicant and Manager), and their personal representatives, heirs, successors and assigns agree that in the event any claim for personal injury, property damage, or wrongful death shall be claimed against Delaware Township or its elected and appointed officials, employees, contractors, consultants, successors and assigns (collectively "Delaware Township), the undersigned will indemnify and hold harmless Delaware Township from any and all claims or causes of action by the undersigned or by any other person or entity, by whomever or wherever made or presented, and under no circumstances will the undersigned present any claim against Delaware Township for personal injuries, property damage, wrongful death, or otherwise, caused by any act of negligence by Delaware Township as a result of the issuance of this permit or the short-term rental unit.

Initials: \_\_\_\_\_

**XI. DECLARATIONS OF OWNER (must check boxes below to indicate agreement):**

- All advertising for the short-term rental will include the Township issued permit number.
- The primary overnight and daytime occupant of the short-term rental will be an adult, who will provide a telephone number to the Owner and be accessible to the Owner by telephone at all times.
- Prior to occupancy, the Owner shall obtain the name, address and driver's license number of or a copy of the passport of the primary adult occupant of the short-term rental. The owner shall require that same adult to sign a formal acknowledgement that he or she is legally responsible for compliance by all occupants and guests of the short-term rental with provisions of this Ordinance. This information shall be readily available upon request of the Code Official.



By signing below, the applicant and owner verify that the information contained in this application and the documents attached are true and correct to the best of his/her/their knowledge, information and belief. The applicant and owner understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. If the application is not signed by the owner, the applicant certified that the applicant is authorized by the owner to make this application and the applicant agreed to inform the owner of the approval (with conditions if any) or denial of the application. Any error, misstatement or misrepresentation of material fact in this application, whether intentional or not that, if known by the Code Official at the time of issuance of the permit would result in denial of the application, shall constitute a reason for revocation of the permit.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**THE OWNER MUST SIGN THE APPLICATION OR IT WILL BE DEEMED INCOMPLETE AND BE RETURNED TO APPLICANT.**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
OFFICIAL USE ONLY  
\*\*\*\*\*

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit No.: \_\_\_\_\_

APPROVED  DENIED Date: \_\_\_\_\_

If approved, the approval is subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If denied, the reasons for denial are as follows (attach a copy of the denial letter to this application):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Code Official



**SHORT-TERM RENTAL SELF-INSPECTION  
SAFETY CHECKLIST**

Site Address: \_\_\_\_\_ Owner: \_\_\_\_\_

1. Yes  All exterior doors and latches operate properly and no egress doors have double keyed deadbolts installed.
2. Yes  UL Listed hardwired (if wiring is present) interconnected smoke detectors are installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedroom(s) and on each occupiable story including basements and habitable attics. (see provided examples of acceptable battery-operated alarms. Note: can only be used on homes constructed before 2004 and if wiring is not provided.)
3. Yes  All required smoke detectors work properly and alarm sounds when tested.
4. Yes  N/A  Functioning US Listed CO detectors are installed outside each sleeping area in the immediate vicinity of the bedroom(s) and in any bedroom that contains a fuel burning appliance. (CO detectors are required in any dwelling unit with an attached garage or equipped with a fuel-fired appliance).
5. Yes  Every sleeping room has one fully operable egress window or door. Egress windows shall have at least 5.7 sq ft of clear opening. (5 sq ft for ground floors).
6. Yes  Functioning GFCI outlets are installed for any outlet within six (6) feet of water source, unfinished basements and garages.
7. Yes  N/A  Clothes dryer is equipped with a 4" smooth wall, 28 gage metal duct installed as per dryer manufacturer's installation instructions and the transition duct, if used (duct connecting dryer to metal duct), does not exceed 8' in length and is listed and labeled in accordance with UL 2158A.
8. Yes  A fully charged 2A-10B:C fire extinguisher (min.) is located in a conspicuous area within kitchen.
9. Yes  All interior/exterior stairs and decks/porches are structurally sound and all required handrails and guardrails are in place, structurally sufficient and in good condition. (if house was built in 2004 or later, all decks, porches, stairs, guardrails and handrails must comply with the version of the International Residential code that the structure was built under.)
10. Yes  N/A  Attached garages are separate from dwelling unit by a minimum 20-minute fire-rated door, ½" gypsum board on garage side (vertical separation) and 5/8" type X gypsum board on ceiling of garage if there is a living space above (horizontal separation).
11. Yes  All bedrooms are at least 70 sq ft in area, 7' in any horizontal dimension



- and have minimum ceiling height of 7'.
12. Yes  N/A  Basement has at least one emergency escape and rescue opening. (rescue opening must have a net clear opening of not less than 5 sq ft and a sill height of not more than 44" above the floor for windows.)
13. Yes  N/A  If basement or attic contains habitable finished space, the habitable space was permitted by Delaware Township and a Certificate of Occupancy was issued for that space.
14. Yes  A Township compliant 911 sign is in place.

### ACKNOWLEDGEMENTS

I certify, under penalty of law, that the above information is true and accurate. I also acknowledge that Delaware Township may determine a site inspection is required in order to determine the accuracy of the above information or for the purpose of ascertaining the existence of violations and by signing this, I am granting authorized representatives of Delaware Township entry onto the premises for that purpose.

*(Please note: if interior inspections are required, arrangements will be made by the Township with the owner or their agent.)*

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Owners Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

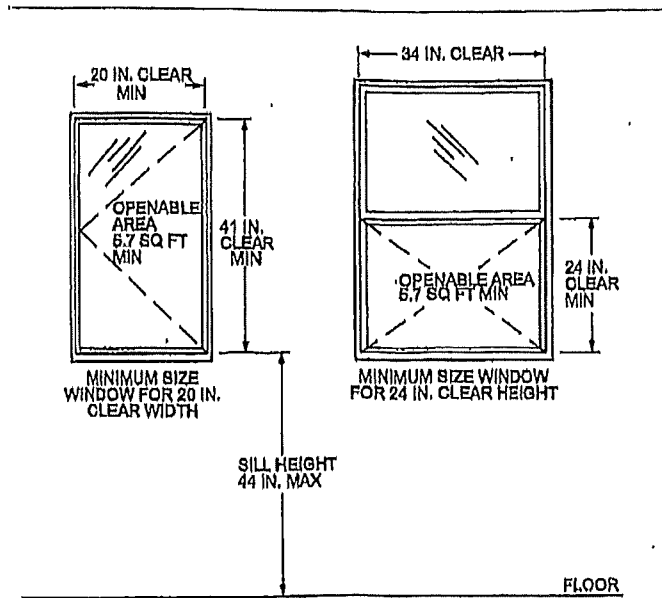
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On this, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me a notary public, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proved) to be the person whose name subscribed to the within instrument, and acknowledged that she/he executed the same for the purposes therein contained.

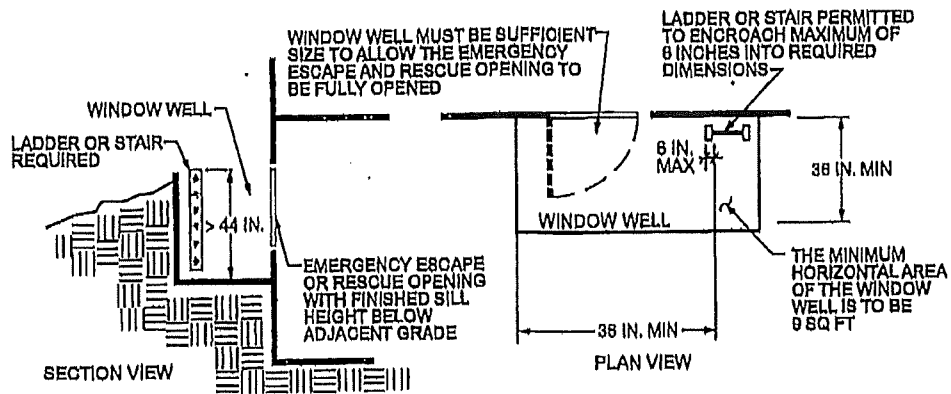
In witness whereof, I hereunto set my hand and official seal. \_\_\_\_\_

Notary Public



For SI: 1 Inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>.

Figure R310.2.1  
EMERGENCY ESCAPE AND RESCUE WINDOW

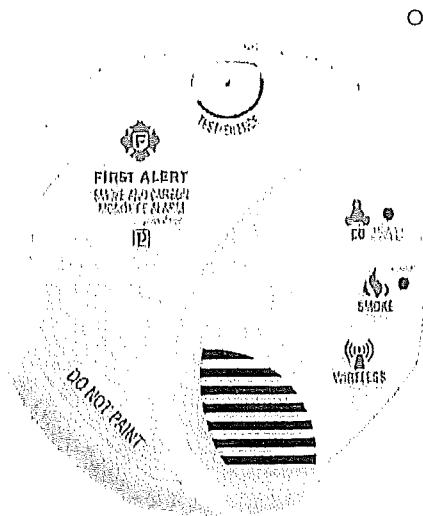


For SI: 1 Inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>.

Figure R310.2.3  
WINDOW WELLS

Examples of UL listed (*battery operated*) Interconnected Smoke  
and Smoke/ CO Detectors

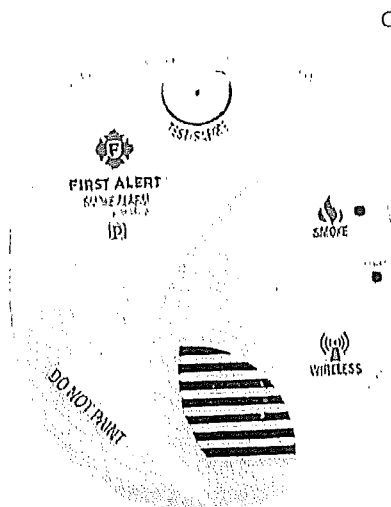
Can only be used in homes constructed before 2004 and only if hardwiring is not  
provided



Model #: SC0500 SKU #: SC0501CH-3ST Additional SKUs

### Wireless Interconnected Photoelectric Smoke and Carbon Monoxide Combo Alarm with Voice and Location

- Battery-operated smoke and carbon monoxide alarm
- Connects multiple alarms together for wireless safety network
- Voice alarm gives clear indication of where the problem is located
- Features photoelectric smoke sensor and electrochemical CO sensor
- One button silences a false alarm and tests the unit



Model #: 6A511 SKU #: 6A511CH2-3ST Additional SKUs

### Interconnected Wireless Smoke Alarm with Voice Location, Battery Operated, Pack of Two

- Interconnected alarms all sound when one is activated, increasing safety
- Voice alarm tells you where the danger is, so you can choose the best evacuation route
- Battery-operated alarm easily installs
- Photoelectric sensor reduces false alarms
- Comes in a pack of two alarms