



# MUNICIPALITY OF BETHEL PARK

Municipal Building • 5100 West Library Avenue • Bethel Park, PA 15102 • 412-831-6800 • FAX 412-831-8675 • www.bethelparkpa.gov

Associated Zoning Permit # \_\_\_\_\_

Building Permit # \_\_\_\_\_

## SHORT-TERM RENTAL (STR) PERMIT APPLICATION

Initial Permit (\$50)

Annual Review (\$25)

**Project Type:**  Owner-Occupied  Not Owner-Occupied  Multi-Family

### Applicant/Property Owner:

Name: \_\_\_\_\_

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

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

### Property Information:

Address of STR: \_\_\_\_\_

STR Parcel ID: \_\_\_\_\_ STR Zoning District: \_\_\_\_\_

Maximum Number of Guests per Approved Certificate of Occupancy: \_\_\_\_\_

### Attachments:

- Legal Description  Proof of Insurance  Proof of Ownership  House Rules  List of Third-Party Platforms  
 HOA, Property Owner, or Landlord Approval (if applicable)  Copy of Required Allegheny County Hotel Tax Registration

Other (Please Describe): \_\_\_\_\_

### 24-Hour Contact Person and Information:

Each owner of a STR shall provide the Planning Department with the name, address, and contact information, for the property manager or property management company. This information shall be updated by the owner if the contact information changes.

Name: \_\_\_\_\_

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

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

### Property Owner Authorization:

If the applicant is not the property owner, does the project have the property owner's authorization?  Yes  No

- If Yes, please submit a separate approval letter from the property owner.

*My signature on behalf of or as the Owner for this permit constitutes my verification that the statements contained herein are true and I am subject to the Penalty of 18 Pa. C.S.A. 4904 relating to unsworn falsification to authorities.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Safety Checklist**

- The home address is visible from the street.
- Working smoke detectors/alarms are installed in each bedroom/sleeping areas, common hallways, and on each floor.
- Carbon monoxide detectors are installed near all sleeping area, all burning appliances, and inside attached garages.
- Portable fire extinguishers are provided on each floor of the STR and in the kitchen.
- All emergency egress windows and doors are operable and unobstructed.
- All indoor and outdoor stairs are in good condition.
- All bathing and toilet facilities available to guests are fully functioning.
- The STR is in compliance with the Pennsylvania Uniform Construction Code (UCC), as adopted and amended.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Department Use Only:**

**Application Complete:**  Yes  No

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

**Site Eligible:**  Yes  No

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

**Zoning Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Permit Approved  Permit Not Approved

**Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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