

Town of Burke
Short/Long Term Rental Registration Application

Registration# _____

DRB Permit No. _____

DRB Permit Date. _____

Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Owner (Check if same: _____)

Name: _____

Address: _____

Phone _____

Email: _____

Local Contract/Emergency Person

Name: _____

Address: _____

Email: _____

Subject Property

Site Address: _____

Assessor's Parcel #: _____

No. of Bedrooms: ____

Distance from Subject Property _____ Miles

Required Materials

_____ Copy of Deed or Tax Bill

_____ Proof of Liability Insurance

_____ Proof of smoke, carbon monoxide alarms and fire extinguishers are installed (pictures)

_____ Fire Safety Checklist (signed & dated)

Fees:

Registration: Long Term /Short Term= **\$45.00** per unit per year

Signatures

We hereby certify that the information state above on forms and other materials submitted here within support of the application is true and correct to the best of our knowledge.

Applicant:

Date:

Owner:

Short Term Rental Safety, Health and Financial Obligations

Contact Information

Department of Health: 802-863- 7221

Division of Fire Safety: 802 479-7561

Instructions

The short term rental operator shall post within the unit a telephone number for the persons responsible for the unit and the contact information for the Vermont Department of Health and the Vermont Division of Fire Safety. This form shall be completed by the short-term rental operator and retained on site. The form need not be filed with the department.

SHORT TERM RENTAL OPERATOR INFORMATION

Operator(s) Name (Print):		Number of Rooms Rented:
Physical 911 Address of Property:		Type of Heating System:
Mailing Address:		Public or Private Water:
Cell phone number:	E- Mail:	Tax Account Number:

Division of Fire Safety General Checklist (www.firesafety.vermont.gov)

- ☐ Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
- ☐ GFI Outlets are provided in locations identified on the attached fire safety info sheet.
- ☐ Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
- ☐ Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
- ☐ Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
- ☐ Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)

- ☐ Appliances are operational and in good repair and hot and cold potable water have been supplied.
- ☐ Guest rooms have been serviced and cleaned before each new guest.
- ☐ Refuse containers are available and emptied at least once each week or more frequently, if necessary.
- ☐ Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
- ☐ Sewage system and toilets function and are in good repair.
- ☐ Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
- ☐ Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)

- ☐ Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
- ☐ Meals and rooms taxes are **NOT** filed and paid by a third party. I have a Vermont tax account.
- ☐ The Vermont Meals and Rooms Tax license is displayed in each rental unit.
- ☐ My income from these activities is included on my income tax return.
- ☐ I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator

Date



Fire Safety Considerations for Short-Term Rental Operators

For detailed information on providing and maintaining a safe short-term rental, please visit our home page www.firesafety.vermont.gov

Smoke Alarms

- Photoelectric type smoke alarms are required in the immediate vicinity of sleeping rooms, inside each sleeping room, and on all floor levels including the basement. All newly installed smoke alarms must be hard wired into the buildings electrical system.
- Smoke alarms in sleeping rooms of buildings constructed prior to 1994, may be of the 10-year photoelectric lithium powered tamper resistant type.

Carbon Monoxide Alarms

- Outside each sleeping area in the immediate vicinity of the bedrooms. An additional detector shall be installed in each sleeping room that contains a fuel- burning appliance.
- Carbon Monoxide alarms installed or replaced in a dwelling after July 1, 2005 must be directly wired to the building electrical service and have a battery backup.
- Existing One and Two family dwellings constructed prior to July 1, 2005 may use plug in style alarm with battery backup or battery power or you may hardwire.

Guard and Handrails

- Landings, decks, porches or platforms more than 30 inches of grade must be provided with guards and intermediate rails spaced no more than 4 inches apart.
- Graspable handrails must be provided on all stairs.

Electrical Safety:

Ground Fault Current Interrupters (GFCI) are required in the following areas;

- Bathrooms, garages and accessory buildings having a floor located at or below grade level, not intended as a habitable room and limited to storage. Work areas, outdoors, crawl spaces, unfinished portions or areas of the basement not intended as a habitable room. Kitchen, where the receptacles are installed to serve countertop surfaces and sinks and where the receptacles are installed within 6ft from the top inside edge of the bowl of the sink. Boathouses and bathtubs or shower stalls, where receptacles are installed within 6ft of the outside edge of the bathtub or shower stall and laundry areas.

Secondary Means of Escape from Sleeping Rooms

- Every sleeping room must be provided with a primary and secondary means of escape.
- A window meeting rescue and ventilation requirements can satisfy the secondary means of escape.

Heating System Safety

- Oil, gas, wood, wood pellet and kerosene fuel fired heating systems shall be cleaned and maintained in accordance with manufacturer's installation instructions and shall be inspected at least once during any 2-year period by a certified fuel service technician or Chimney sweep in the case of solid fuels.

For additional details and information, visit the Code Information & Hot Topic Fire Safety Sheet section of our web page.

<https://firesafety.vermont.gov/buildingcode/codesheets>

1311 US Route 302-Suite 600 Berlin . Barre, VT 05641 . firesafety.vermont.gov 802-479-7561

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