

SHORT-TERM RENTAL PERMIT APPLICATION

Charleston Township, Tioga County PA
156 Catlin Hollow Road, Wellsboro, PA 16901
(570)724-5353 Website: charlestantownship-pa.com

Rental Property Address

Tax Parcel Number

_____ Initial Application

_____ Renewal Application

Property Owner

Managing Agency, Agent Or Local Contact Person

Name _____

Name _____

Mailing Address _____

Mailing Address _____

Phone _____

Phone _____

Email _____

Email _____

I/We Hereby Certify to the best of My/Our Knowledge the Following: (all lines must be checked)

_____ Short -term rental meets Pennsylvania Uniform Construction Code requirements.

_____ All safety devices including smoke detectors, CO2 detectors and fire extinguishers are installed and in working condition.

_____ There have been no interior alterations affecting the number of bedrooms.

_____ All applicable hotel taxes and sales taxes are being paid.

Please Note: A copy of this application will be turned into the Tioga County Treasurer's Office for their records.

Required Documents to be Submitted:

_____ Septic Tank Pumping Record (as applicable, every 5 years)

_____ Septic inspection Completed by the Sewer Enforcement Officer

_____ Current Tioga County Hotel Room Excise Tax Certificate

_____ Current Pennsylvania Sales and Use Tax Permit

_____ Signed Trespass Waiver

I/We certify that the above information is true and correct. I/We further understand that any false information is subject to enforcement as provided in the Charleston Township Short Term Rental Ordinance.

Owner Signature

Date

Managing Agent/Agent/Local Contact Person

Date

Fee: _____