



## COOLBAUGH TOWNSHIP

### MUNICIPAL CENTER

---

5520 Municipal Drive, Tobyhanna, PA 18466

570-894-8490 Fax 570-894-8413

[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

#### **Short-term Rental Pre-Inspection FAQ'S**

##### WHERE ARE SHORT-TERM RENTALS ALLOWED?

- Short-term rentals are permitted in R1, R2, R3, C3, W-C zoned areas, and not permitted in C1, C2 or I (Industrial) zones

##### DO I NEED AN ALARM SYSTEM?

- No. You do not need an alarm system to operate a short-term rental.

##### I HAVE A 3-BEDROOM HOUSE. HOW MANY GUESTS CAN I HAVE?

- Occupancy is determined as 2 guests per bedroom, plus 4 additional for a capacity of 10. Children 2 years of age and younger do not count towards capacity.

##### HOW MANY PARKING SPACES DO I NEED?

- A property is required to have at minimum 1 parking space (min size of 9'x18') per bedroom. For example, a 4-bedroom house would need 4 spaces minimum.

##### I JUST BOUGHT A PROPERTY THAT HAS A RENTAL PERMIT. CAN THE PERMIT BE TRANSFERRED?

- Rental Permits are non-transferrable. The new owner will need to submit their own application and fee.

##### HOW LONG IS MY RENTAL PERMIT GOOD FOR?

- Rental permits are valid for one year from the date issued. Owners will need to resubmit the rental application with the renewal fee of \$150 if they wish to continue operating.

##### WHAT IS THE "911 ADDRESS SIGN" AND WHERE IS IT?

- This is the green number sign located on the property at/near the driveway with the correct house number.

##### I HAVE MY PERMIT, ARE THERE ANY OTHER DOCUMENTS THAT I NEED?

- Yes. The owner will also need the following:
  - 1) Current Monroe County Hotel Room Excise Tax Certificate
  - 2) Pennsylvania Sales Tax License
  - 3) Declaration page of (paid up, current) insurance policy in effect with respect to the short-term rental property evidencing at least \$500,000 in liability coverage