
Zoning Permit Office Honesdale Borough

Phone: 570-253-0731, ext. 17 • Phone/Fax: 570-647-0091 • zoninghb@ptd.net

Short-Term Rental Application

Short Term Rental License Requirement

A license shall be required when any dwelling unit is initially proposed to be used as a short-term rental. Each permit shall be renewed annually and at the time any of the conditions of the rental are changed through application to the Code Official who shall be authorized to grant or deny such renewals. Licenses shall be issued only in the name of the owner of the short-term rental unit.

- A. The name, address, telephone number and email address of the owner. If the owner does not have a managing agency, agent, or local contact person, then the owner shall provide a 24-hour telephone number.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

- B. The name, address, and 24-hour telephone number of the managing agency, agent, or local contact person.

Managing Agent _____

Agent Address _____

Agent City _____ State _____ Zip Code _____

Agent Telephone _____ Agent Email _____

- C. A diagram or photograph of the premises showing and indicating the number and location of designated on-site parking spaces and documentation detailing the number and location of available off-site parking spaces.

- D. If not on a central sewer system, the location, approximate age, and capacity (if known) of the sewage disposal system.

☐ Yes, property is on central sewer system ☐ No, not on central sewer

Location _____ Age _____ Capacity _____

- E. Acknowledgment that the owner, agent, and/or local contact person have read all regulations pertaining to the operation of the short-term rental.

☐ I have read and understand the Short-Term Rental regulations: ☐ Owner ☐ Agent ☐ Local Contact

Signature

Print Name

- F. Acknowledgment the owner, agent, or local contact person will post and maintain the short-term rental license along with the notice required under §210-51(A)(9) herein.

☐ I acknowledge that: ☐ Owner ☐ Agent ☐ Local Contact

Signature

Print Name

- G.** A copy of a current Wayne County Room Rental Excise Tax Certificate and current Pennsylvania Sales Tax License.
- H.** Any other reasonable information deemed necessarily by the Code Official.

If the location of the property is in a zone that requires a Conditional Use approval from the Borough Council include a copy of the Conditional Use/Special Exceptions application form with the appropriate number of copies.

APPROVALS

CODE ENFORCEMENT OFFICER

Permit Number

Signature

Payment Received

Date: _____

Method:

Date Issued:

Received By:

Notes/Comments

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.