



# MUNICIPALITY OF BETHEL PARK

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

Application #:

## Short-Term Rental (STR) Permit Application

☐ Initial Permit (\$50)

☐ Annual Renewal (\$25)

### Applicant/Property Owner:

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

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

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

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

### Type of STR:

- ☐ Owner-Occupied  
☐ Not Owner-Occupied  
☐ Multi-Family

### Property Information:

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

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

Number of Bedrooms for Rent: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

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

### Attachments:

- ☐ Legal Description    ☐ List of third-party platforms  
☐ Proof of Ownership    ☐ HOA, Property Owner, or Landlord approval (if applicable)  
☐ House rules    ☐ Copies of required Allegheny County hotel tax registration  
☐ Other - Please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 24-Hour Contact Person and Information:

Each owner of a Short-Term Rental shall provide the Planning Department with the name, address, and contact information, including 24-hour contact telephone number, for the property manager or property management company, this information shall be updated by the owner if the contact information changes.

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

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



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## Property Owner Authorization:

If the applicant is not the property owner, does the project have the property owner's authorization to apply on their behalf? If **Yes**, a separate approval letter is required from the property owner.? ☐ Yes ☐ No

*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 area, common hallways, and on each floor
- ☐ Carbon monoxide detectors are installed near all sleeping areas, all burning appliances, and inside attached garages
- ☐ Portable fire extinguishers are provided on each floor of the short-term rental 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 short-term rental 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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