

**BENTON TOWNSHIP  
LACKAWANNA COUNTY  
SHORT TERM RENTAL PERMIT APPLICATION**

Owner : \_\_\_\_\_

Owner Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

24 hour phone contact: \_\_\_\_\_ Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Tax ID: \_\_\_\_\_

**Verifications needed:**

- \_\_\_\_ Proof of ownership (Tax bill, utility bill, copy of deed)
  - \_\_\_\_ Copy of liability insurance on property (\$1,000,000 min.)
  - \_\_\_\_ Copy of letter to Lake Assn or HOA of notice to apply for permit.
  - \_\_\_\_ Copy of ad marketing property for size and maximum capacity.
  - \_\_\_\_ Copy of Lackawanna County rental tax certificate.
  - \_\_\_\_ Copy of Pa Sales tax license.
  - \_\_\_\_ Copy of agreement for agent if owner does not live within 50 miles.
  - \_\_\_\_ Diagram of interior living space. Please include all entry/exit doors, number of bedrooms, kitchen, bathrooms, and additional living space.
  - \_\_\_\_ Diagram of exterior space with designated parking, access road, and yard.
  - \_\_\_\_ Verification of sewage capacity, if on lot, or copy of bill from sewer service.
- \_\_\_\_ Initial fee payment: \$145.00 Includes access for inspection w/pictures.

As owner and applicant, I hereby guarantee all information provided above is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECK LIST FOR INSPECTION BY ZONING OFFICER

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

Owner: \_\_\_\_\_

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

Date: \_\_\_\_\_

- \_\_\_\_ Pictures of outside of residence to be rented.
- \_\_\_\_ Picture of access road, proximity to road and neighbors.
- \_\_\_\_ Number of parking available off road. \_\_\_\_\_
- \_\_\_\_ Number of existing bedrooms of at least 80 sq.ft. \_\_\_\_\_
- \_\_\_\_ At minimum 2 entry/exit doors.
- \_\_\_\_ Picture of posting of emergency numbers for fire, ambulance, 24 hour contact numbers for owner or agent.
- \_\_\_\_ Picture of posting stating maximum capacity of occupants allowed.
- \_\_\_\_ Pictures of smoke and carbon monoxide detectors installed per code.
- \_\_\_\_ Pictures of fire extinguishers located in clear site and inspected.

Any existing anomalies or concerns that are noticed at inspections should be noted below on this checklist.