

FREQUENTLY ASKED QUESTIONS

What is a STR?

- a. "STR" stands for Short Term Rental. In Tobyhanna Township an STR is defined as any dwelling unit used or rented for the purpose of overnight lodging for a period of thirty (30) days or less and which meets the definition of "hotel" for the purpose of imposing an excise tax by the County of Monroe Ordinance No. 2004-03, as amended.

Where are Short Term Rentals allowed?

- a. Short Term Rentals are now allowed in all Residential Districts within Tobyhanna Township. If your home is within an HOA/POA, please check with your HOA/POA on their governing bylaws regarding STRs. At this time Short Term Rentals are not allowed in Commercial Districts.

How do I apply for a permit?

- a. A web-based portal will be available on our STR Page. Through this portal you can apply for your permit online. We will have more information coming soon on how and when this will be available. If you would prefer to fill out a paper application, you can do so by coming to the Tobyhanna Township Office. We are available Monday through Friday; 8:00 AM to 4:30 PM.

What is the cost of a permit?

- a. For a first-time permit, the fee will be \$600.00. for each renewal year after it will be \$500.00.

If the house I bought already has a permit, can I use that permit?

- a. No. Permits are non-transferable. If you just bought the home and want to start it as an STR or continue doing STRs then you must apply for a new permit.

How long will my STR Permit be good for?

- a. Your STR Permit will be good for 1 year from the date of approval. Your permit can be revoked for excess violations or septic issues.

What do I do if my permit was revoked?

- a. If your permit was revoked, you can appeal the decision by sending an appeal letter in writing to the Board of Supervisors. You can read more on appeals in the STR Ordinance under Section 17.

Is there a limit on how long a renter can stay?

- a. We require that each rental booking must be at least 2 nights and 3 days.

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Is there an age restriction for renting a STR?

- a. Yes. Renters must be at least 25 years old to be able to rent your home. Although, some STR platforms do not have a minimum age we do require the main renter to be at least 25.

How many people can my home hold?

- a. There is an occupancy limit for each rental group you host. We allow 2 people per bedroom. The maximum number of people allowed in a rental group is 10.

EX: If you have a 2-bedroom home, you would be able to accommodate 4 renters. If you have a 6-bedroom home, you can only have 10 renters maximum.

Who all is considered a person for occupancy?

- a. Every renter is counted towards the total number for occupancy. Children and infants are included in the number.

Can my loft be used as a bedroom?

- a. No. Lofts are not considered a bedroom within Tobyhanna Township. Tobyhanna Township defines a bedroom as “A room or space permitted and designed to be used for sleeping purposes with two means of egress. Space used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms, and similar uses are not considered Bedrooms. Space used or intended for general and informal everyday use such as a living room, den, and sitting room or similar space is not to be considered a Bedroom.” Since a loft would not have enclosed walls and a door it cannot be considered a bedroom.

If I already have a permit from my HOA/POA, do I still need one from the township; and which regulation do I follow?

- a. Yes. Although you must follow your HOA’s/POA’s guidelines regarding STRs; you must still adhere to the Tobyhanna Township Ordinance and apply for a permit. You must also adhere to the strictest regulation for compliancy under both.

EX: If your HOA/POA allows for a maximum rental of 15 people and the Township only allows for 10 people, your maximum rental will be 10 people. Vise versa; if your HOA/POA only allows 6 people as the maximum rental, you would need to follow the guidelines of your HOA/POA as it is the strictest of the two for compliancy purposes.

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What documents do I need to apply for a permit?

- a. All information regarding what is required to apply for your permit can be found in the [STR Ordinance](#) (page 5, section 7). Please read all requirements before applying for a permit. If you do not send all the required information, we will not be able to review your application.

I don't have all my paperwork. Can I send what I do have?

- a. No. Incomplete applications will not be accepted or reviewed. To apply for an STR Permit please confirm you have all your paperwork before applying.

How many parking spaces do I have to have?

- a. There is not a required number of parking spaces that must be available. However, parking is only allowed on **YOUR** property. Parking is not allowed on the grass, right of way, or street. Also, please keep in mind that your renter should not be parking in private parking lots. Only vehicles that can fit within your parking areas are allowed.

Can I list my HOA as my Point of Contact (POC)?

- a. We would not stop you from listing your HOA as your POC. Make sure your HOA is okay with you making them your POC. Also, keep in mind that whomever you have as your POC must be willing to respond to the property if an issue arises and be able to speak to the Township on your behalf. Your POC must also be within 30 minutes of the rental property.

How do I know if my septic system is sufficient?

- a. Along with proof of your tank has been pumped within the last 3 years, you will also need to verify the size of your septic system compared to the number of bedrooms you are trying to list the rental for. A septic permit for your home may be on record, but if not, you will have to have a septic company confirm your septic is sufficient for the number of bedrooms. If you are on Central Sewer, you will need to provide a letter stating your home is on a central sewer system so we can verify.

I have a complaint about a rental, who do I call?

- a. Although you can call our office to make a complaint, we are not able to answer the phone 24/7. However, there will be a 24-hour hotline you can call hosted by GovOS. That hotline will be able to take in complaints at any time of day and address the issues. Once your complaint has been submitted GovOS will contact the homeowner or POC to let them know of the complaint. There will also be a web-based complaint portal for you to utilize. This portal will also be located on the STR Page. Tobyhanna Township Staff will get notification of the complaint.