

# Mount Gretna Borough Residential Rental Application Process Steps

**Short-Term is done yearly and Long-Term is every 5 years.**

**Renewals should be submitted in October to allow time to process.**

**1. Review the Mount Gretna Borough Code Chapter 137 Rental Property and other relevant chapters including Chapter 118 Noise, Chapter 121 Nuisances, Chapter 52 Animals, and Chapter 181 Vehicles and Traffic.** Borough codes can be found at <https://ecode360.com/MO2896>.

2. Read through this entire sheet before beginning. Complete the application, which can be found on the Borough's website: [Relevant Documents – Borough of Mount Gretna \(mtgretna.com\)](https://mtgretna.com), and submit all information together. Do not send it in pieces.

3. Provide the following with the fully completed application:

- Lebanon County Hotel Tax Registration Certificate (Not the application form) (Short-term rental only) For information, Lebanon requires a monthly report. Lebanon Treasurer's Phone 717-228-4420.
- PA Business Tax Registration (proof of registration) (Short-term only). [https://my.path.pa.gov/\\_/#2](https://my.path.pa.gov/_/#2)
- Insurance declaration page showing at least \$500,000 of liability insurance (Short-term only)
- The property deed.
- Renters Information Notice. There is an ABI template on the Borough website if you choose to use it.
- Fire Emergency Escape diagram. Handwritten is acceptable.

**Note: If the application is a renewal of a current license, only an application, check, and new inspection are required.**

4. Assure all taxes and fees are fully paid (Borough, County, School, Chautauqua).

5. Assure a local contact person (owner or manager) resides within 20 miles.

6. Post the Renters Information Notice inside the property front door. The Notice must contain at least the following for compliance with "137-4 Short Term Rentals, Subsection G":

- Name and phone number of local contact person
- Listing of the Emergency number as 911 & a local hospital's phone number
- 911 address of property
- Total permitted licensed bedrooms
- Total allowed overnight guests (2X number of bedrooms, max 10 guests)
- Total number of allowed day guests (10 max) and allowed hours 7AM to 10PM
- Parking requirements and fines (on street parking with two permits, \$50 fine)
- Trash requirements – containers, placement, and timing (to and from curb within 24 hours of pickup every Monday)
- Recycle requirements – containers, placement, and timing (same as trash, but every 2 weeks)
- Possibilities of citations and fines for noise disturbances or other violations
- Possibility of inspection by Code Enforcement Officer
- Fireworks prohibition
- Open flame restrictions, except for cooking grill
- Emergency number (911) and Cornwall Police non-emergency contact numbers: daytime (717-274-2071) and evening/weekend (717-272-2054 Dispatch) with 8AM-4PM day hours shown.
- Fire emergency escape diagram.

7. Submit all documents along with a check for the current application amount to the Mount Gretna Borough Office, 101 Chautauqua Drive, P O Box 61, Mount Gretna, PA 17064. **Applications that do not contain all the documents listed in #3 above will not be accepted.** For questions contact the Borough by phone: 717.964.3270, fax: 717.964.3054, or Email: mtgretnaboro@comcast.net. Incomplete submissions will delay the application process. Once the Borough receives the application, and if short-term rentals are below the cap, the Borough will notify ABI to expect a call from the owner or manager.
8. Schedule an inspection with Associated Building Inspections, LLC inspector Brian Ziegler 717-917-1149. For ABI to receive the application prior to scheduling the inspection, please wait at least three business days after the Borough receives the application to call ABI. ABI will submit the final report and Certificate of Occupancy directly to the Borough Office.
9. Once the application and Certificate of Occupancy have passed the Borough office review, the applicant may be contacted and scheduled for a short and private meeting with a representative of Borough Council. This meeting will provide an opportunity to help orient the applicant to the community and answer any questions the Borough or the applicant may have.
10. Final approval will be voted upon at a regularly scheduled monthly public Borough meeting. The Certificate of Occupancy will then be mailed to the applicant. Operation of the rental is not allowed until the permit has been issued.
11. There is a 90-day window after submission to successfully complete the steps before the Borough Council vote. This includes a passing inspection. If not completed in that period, the application will be rejected, unless there is a written extension request that is approved by Borough Council.
12. **Renewals require less documentation.** A new application and a check for the required amount are the only items required. You may call ABI to schedule an inspection 3 business days after the Borough has received your application which allows the Borough time to communicate to ABI that you are eligible for a license.