

## Transient Lodging Application Checklist

- Will the length of stay be less than 31 days?
  - Yes
  - No
  
- Will the number of transient guests exceed 10?
  - Yes
  - No
  
- Establishment of transient lodging in residential zoning districts requires special exception approval from the Zoning Hearing Board (ZHB). Submit copy of the ZHB written decision.
  
- Submit scale floor plan with uses and dimensions of all rooms.
  
- Submit site plan that indicates dimensions and location of off-street parking.
  
- Describe the type of transient lodging based on the zoning ordinance definition.
  - Bed and breakfast
  - Boarding home
  - Other short-term rental
  
- Do you intend to make any alterations to accommodate transient lodging?
  - Yes – you must also submit a supplemental application for alterations.
  - No
  
- Do you have existing emergency escape and rescue facilities for each bedroom or sleeping area?
  - Yes
  - No – you will be required to install code compliant windows/doors and submit a supplemental form for alterations.

- Do you have smoke and carbon monoxide alarms that comply with building code requirements?
  - Yes
  - No – you will be required to install according to code requirements