All short-term rental owners must have a permit to operate a short-term rental unit.

To implement Bethlehem’s ordinance that regulates short-term rentals, including as a home-based business, the Planning Board and Selectboard worked collaboratively with property owners and neighbors to define a process, procedures, and form. The application and permitting process is not intended to be unreasonably burdensome on property owners. The fees collected are intended to defray the costs of the permitting process.

**Permitting Process:**

1. The Property Owner submits a Short-Term Rental Permit Application and a fee of $250.
2. If new construction or the new conversion of a residential unit to a short-term rental, the Planning Board will review the application. Additional fees for notices may be required.
3. After Planning Board approval or for Existing Units, the Building Inspector conducts a safety inspection and, if appropriate, issues a permit for the operation of the Short-Term Rental.
4. Owners of alternative rental properties not addressed by this ordinance, including long-term rentals, campsites, and yurts are welcome to register their property by completing the indicated portion of a permit application. This is to collect contact information only and is at no cost to the owner.

Please note: Existing units are defined as units that were both constructed and offered for use as a short-term rental prior to March 12, 2024 or have subsequently received Planning Board approval.

**Enforcement:**

The owner of any unpermitted STR unit will be subject to fines starting *April 1, 2025*, as follows.

Failure to Obtain a Permit

Failure to obtain a permit is a violation of this ordinance. Each day in violation of this ordinance, a civil penalty of $250 will accrue each day for up to 10 days.

After 10 days of civil penalty, if an owner has still not obtained a permit, a “Cease-and-Desist” order will be issued, and the owner may no longer use the property for short-term rentals starting the date of the order. Any unit owner found to be operating as a short-term rental after the “Cease-and-Desist” order will result in continued civil penalty of $250 per day until resolved.

Permit Revocation

The Town has the right to revoke a permit for any Short-Term Rental unit that becomes a nuisance.

A nuisance is defined as a property that receives at least three violation incidents within one 12-month period.

A violation incident is defined as any documented violation of the Noise Ordinance, Wild Animal Ordinance, State Fire or Fireworks laws, or health/safety issue identified by the Building Inspector, Health Officer, Police or Fire Department. Notice of a violation incident shall be provided to the Emergency Contact.

If a permit is revoked, both the emergency contact and the owner (if different) shall be notified by the Building Inspector.

Any unit owner found to be operating as a Short-Term Rental after revocation of their permit will be fined a civil penalty of $250 a day until resolved.

Appeals

The owner may appeal the decision not to issue a permit or to revoke a permit to the Board of Selectmen (BOS) within 30 days of the date of non-issuance or revocation. The BOS may, at their discretion, impose conditions upon the permit's issuance or reinstatement.

**Questions, Comments, or Complaints about Short-Term Rentals**

For an urgent issue or potential violation, please contact the Police Department or Fire Department immediately by dialing 911.

Any questions or comments related to the Short-Term Rental Permitting Process may be submitted to the Planning & Zoning Clerk.

To report an issue to the Building Inspector or Health Officer, please complete the form on the Town’s website. Please provide contact information and any relevant photos or other documentation to substantiate a complaint. Anonymous complaints shall not be reviewed as they inherently inhibit the ability for personnel to follow up with the complainant for more information or clarification.

Approved by the Town of Bethlehem, Board of Selectmen on this date, \_\_\_\_\_\_\_\_.

Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ New: \_\_\_\_ Existing: \_\_\_\_ Registration Only: \_\_\_\_

1. **PROPERTY ADDRESS**

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

Tax Map & Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **PROPERTY OWNER:**

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

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

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

1. **EMERGENCY CONTACT, if different:**
*Must be a person who lives and works within 30 minutes of the property.*

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

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

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **TYPE OF SHORT-TERM RENTAL:**

\_\_\_\_ Owner-occupied
 \_\_\_\_ Two-family dwelling; \_\_\_\_ Accessory dwelling unit; \_\_\_\_Single-family home (incl. partial)

\_\_\_\_ Non-owner-occupied – single-family home

\_\_\_\_ Alternative property – REGISTRATION ONLY – STOP HERE

1. **PROPERTY DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of bedrooms: |  | Maximum occupancy: |  |
| Property access: Public Road: |  | Private Road: |  |
| Number of Parking spaces (off-road): |  |  |  |
| Water source: Village District: |  | Private well: |  |
| Septic: Village District: |  | Private septic: |  |
| IF PRIVATE WELL: Recent negative coliform test from NH accredited lab attached  |  |
| IF PRIVATE SEPTIC: Please provide a copy of the permit from the time of construction |  |
|  OR Permit not available, system has been evaluated as functioning |  |

1. **NEW APPLICATIONS ONLY:**

Please attach a sketch of the property that identifies the structures, parking spaces, setbacks, and, if applicable, well location and septic location. The Planning and Zoning Clerk will contact you to schedule your attendance at one or more meetings of the Planning Board to review this project. Please note: there may be additional notice fees or information required for a site plan review.

1. **RELEVANT LOCAL ORDINANCES AND LAWS**

Owners are respectfully reminded that the following ordinances and state laws apply to all within the Town of Bethlehem, including guests. The owner is responsible for conveying this information to their guests: Bethlehem’s Wildlife Ordinance, Bethlehem’s Noise Ordinance, NH Fireworks Laws (see attached brochure), and NH Fire Laws (see attached brochure).

As the use of fireworks and the kindling of an outdoor fire both require written landowner permission, do you customarily provide this permission to your guests?

|  |  |  |  |
| --- | --- | --- | --- |
| Fireworks (yes/no) |  | Outdoor fires (yes/no) |  |

What is your plan for managing trash from guests in compliance with the wildlife ordinance?

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **ACKNOWLEDGMENT:**

I hereby make this application to the Town of Bethlehem for a Short-Term Rental Permit for the above referenced property. To the best of my knowledge the information provided herein is accurate. If this is a new application, I understand that the Planning Board may require a site plan review. I understand a safety inspection of the property is required and authorize town safety officials to schedule the inspection and enter the property for this purpose.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Signature

*If property is owned by a corporation, please include a certificate of authority indicating that the signatory is authorized to bind the corporation.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*FOR TOWN USE ONLY*

**Planning Board – NEW APPLICATIONS ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Scheduled: |  |  Date: |  |
| Approved: | YES or With Conditions, attached Date:  |  |

**Building Inspector – ALL APPLICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Inspection Scheduled: |  |  Date: |  |
| Permit Issued: |  |  Date: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Building Inspector

**Inspection Checklist, to be completed by Building Inspector:**

|  |  |
| --- | --- |
| *Verify Application Information:* |  |
| Property type, number of bedrooms, number of parking spaces |  |
| Water source and, if applicable, test results |  |
| Septic type. As applicable: |  |
|  Septic permit matches or exceeds number of bedrooms |  |
|  Septic system has been certified as functional |  |
|  |  |
| House number installed and visible from road (Notify Fire Dept if missing town sign) |  |
| Non-Resident Owners: Knox Box Installed |  |
| Has fire extinguisher in working order |  |
| Has functioning smoke alarms - at least one on each floor and outside sleeping areas |  |
| Has functioning carbon monoxide detector on each floor |  |
| For the time of construction, has adequate egress |  |
| Deck(s) over 30” above ground has appropriate guardrails/balusters |  |
| Extension cords are not used to provide electricity to areas |  |
| Combustible materials are not located within 3 feet of heating or cooking appliances |  |
| Electrical, plumbing, and heating systems appear to be functional |  |
| Posted or in a visibly obvious location, the following information is provided:* Emergency instructions e.g. Call 911, locations of shutoffs
* Parking information
* Information about noise ordinance and wildlife ordinance, including instructions for storage of any trash during stay
* If applicable, current fire permit, safety information, and instructions
* Information about fireworks use in New Hampshire
* If applicable, written permission to use fireworks on property and instructions
 |  |
| Other Notes: |  |

Inspector initials: \_\_\_\_\_\_ Property Owner or Representative Initials: \_\_\_\_\_\_