All short-term rental owners must have a zoning permit to operate a short-term rental unit. If your short-term rental property was operational before March 14th, 2023 submitting a STR application is appreciated but not required.

**Permitting Process:**

1. The Property Owner submits a Short-Term Rental Zoning Permit Application to the Building Inspector with the documentation required by the Ordinance.
2. The Property Owner conducts a self-inspection and signs the application attesting that the property is compliant with all applicable building, health and life safety codes. If the property owner chooses to have the Building Inspector conduct a safety inspection, the property owner will contact the town to schedule the site visit.
3. 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.

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 for up to 10 days.

**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, April 2025.*

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

1. **PROPERTY ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town TaxMap \_\_\_\_\_\_ Lot # \_\_\_\_\_\_\_

(Please reference the GIS Map located in the “Government” section of the Town’s website to locate this information if you don’t have it. [**www.bethlehemnh.org**](http://www.bethlehemnh.org/).)

1. **PROPERTY OWNER:**

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

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

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

1. **EMERGENCY CONTACT, if different:**

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

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

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

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

\_\_\_\_ Owner-occupied – Please indicate type below.
 \_\_\_\_ 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: \_\_\_\_\_\_\_

Is the property accessed by a public or private road? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of off-road parking spaces? \_\_\_\_\_\_\_\_\_\_

Is the water sourced from the Village District or a private well? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the septic system through the Village District or a private septic? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF PRIVATE WELL: A recent negative coliform test from a NH accredited lab must be attached.

IF PRIVATE SEPTIC: Please provide a copy of the permit from the time of construction or, if the permit is not available, proof that the system has been evaluated as functioning.

Please use the space below or attach a sketch of the property that identifies the structures, parking spaces, setbacks, and, if applicable, well location and septic location.

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 information about Bethlehem’s Wildlife

Ordinance, Bethlehem’s Noise Ordinance, NH Fireworks Laws (see attached brochure), and NH Fire Laws (see attached brochure) to their guests

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. I understand a 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***

**Building Inspector – ALL APPLICATIONS**

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

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

**Inspection Checklist, to be completed by Property Owner or 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) |  |
|  |  |
| 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: |  |

BY INSPECTOR IF APPLICABLE:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.*