



Hellam Township
 35 Walnut Springs Rd
 York, Pa 17406 www.hellamtownship.com
 717-434-1300

Short-Term Rental Process:

- Complete and submit a Short-Term Rental application for a new/renewal STR permit
- Submit the required fees for the permit requested:

Short Term Rental (Initial Application) One Unit Up to 2 Bedrooms	\$1,000
STR (Initial Application) - Each Additional Unit	\$500
Short Term Rental (Initial Application) One Unit with 3+ Bedrooms	\$1,500
Short Term Rental (Annual Renewal) Unit 1	\$500
STR (Annual Renewal) Each Additional Unit	\$250

- Submit a copy of a valid York County Hotel Excise Tax Certificate
- Submit a copy of a valid Pennsylvania Sales Tax License
- Submit a copy of a paid-up, current insurance policy in effect with respect to the short-term rental property evidencing at least \$500,000 in liability insurance covering short-term rentals for the full duration of the license term.
- Submit copy of the most recent Hellam Township Septic Manifest to verify adequate sewage disposal
- Once all the above information is received and verified you will be contacted within **30 days** to schedule an onsite inspection (Hellam Township has 30 days to process applications)



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Short-Term Rental Pre-Inspection Checklist

(Ordinance 2025-02)

Exterior

- Required 911 Address sign is installed correctly and visible from the public road
 - All exterior stairs are properly illuminated
 - All exterior lighting is in working order and not disturbing adjoining properties
 - All exits are free and clear of obstructions
 - No yard parking at any time
 - Required off-street parking spaces provided (1 per bedroom, plus 1 if using an Other Designated Sleeping Area)
 - Parking surfaces are gravel or paved (no grass parking)
 - No trailers/RVs used as overnight sleeping areas
 - No tenant/guest trailers parked on the street
 - No signs advertising the short-term rental on the property
 - Trash storage provided and contracted hauler in place
 - Required fencing or vegetative buffer installed (if applicable by zoning district)
 - No unlicensed vehicles (ATVs/UTVs) used by tenants or guests
 - No shooting permitted on the property
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Interior

- All doors and windows are fully operational and free of obstructions
- Smoke Alarms/Detectors:
 - One (1) working smoke detector in each occupied room offered for rent



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- One (1) working smoke detector in hallways leading to bedrooms or sleeping area
 - Hardwired with battery backup or battery operated
 - Carbon Monoxide Detectors:
 - One (1) working carbon monoxide detector in each occupied room offered for rent
 - One (1) working carbon monoxide detector in hallways leading to bedrooms or sleeping area
 - One (1) working and regularly maintained fire extinguisher on each floor
 - Emergency evacuation plan posted in a conspicuous location
 - Short-Term Rental License posted in a conspicuous location
 - Township Short-Term Rental Rules document posted next to license
 - Weather Alert document posted near the license
 - GFCI outlets installed within 6 feet of water sources and at all exterior outlets
 - Dryer exhaust duct is metal
 - Stairs are free from tripping hazards and stair rails are secure
 - Hallways are free from obstructions
 - Appliances and fixtures are free from defects and maintained
 - Walls and ceilings are free from significant damage
-

Occupancy & Operational Compliance

- Overnight occupancy limited to:
 - Two (2) persons per bedroom
 - Plus two (2) additional persons per dwelling unit
 - Only one (1) Other Designated Sleeping Area permitted
- No unregistered guests between 10:00 PM and 8:00 AM
- Unregistered guests do not exceed 50% of maximum overnight occupancy
- Advertising does not exceed the licensed occupancy



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- Quiet hours observed from 10:00 PM to 8:00 AM
 - Only one (1) structure on the parcel is used as a Short-Term Rental
 - Individual room rentals only permitted if owner/manager occupied
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Utilities & Systems

- Proof of adequate sewage disposal:
 - Septic inspected every 2 years and pumped every 2 years
 - Cesspool inspected and pumped yearly
 - Latest SEO inspection report available
 - Public sewer connection (if applicable)
 - Well or public water documentation available
 - Automated heating system (if present) inspected within past year
 - Fireplace, stove, and chimney inspected and cleaned within past year
-

Administrative

- Current Pennsylvania Sales Tax License
- York County Hotel Excise Tax Certificate
- Current deed on file
- Insurance declaration page showing minimum \$500,000 liability coverage
- Signed trespass waiver on file
- Owner/manager located within 15 miles of the property
- Owner/manager capable of responding onsite within one (1) hour



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New Application

Renewal Application

Owner Information

Full Name: _____ Phone #: _____
Last First

Address: _____
Mailing Address Physical Address (if mailing address is a PO Box)

City State Zip Code

Email(required): _____

Managing Agency Name (if applicable): _____

Managing Agency Address (physical address): _____

Managing Agent Contact

Name

Address

Email (required)

Phone

Signature

Date

Property Information

Property Address _____

of Bedrooms: _____

of Off-Street Parking Spaces: _____

Is the property served by public sewer? _____

If No, attach a copy of original on-lot sewage permit & last pump/inspection report (within 4 years)



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Diagram of Floor Plans
(Photographs may be attached)

Main Floor (1st floor)

Upper Floor (2nd floor)



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Diagram of Floor Plans
(Photographs May Be Attached)
Basement (If applicable)

Other



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Insurance Declaration Page
Minimum \$500,000.00 Rental Liability Required
(Photographs may be attached)

Pennsylvania Sales Tax License
(Photographs may be attached)



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York County Hotel Excise Tax Certificate

<https://yorkcountypa.gov/DocumentCenter/View/1492/Hotel-Excise-Tax-Registration-Form-PDF>

(Photographs may be attached)

Copy of Current Deed

Photographs may be attached



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Diagram of Property Indicating Number and Location of Off-Street Parking

- No yard parking permitted at any time
- Each short-term rental shall include at least one (1) off-street parking space

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that as the owner of this property, I am ultimately responsible for maintaining it in compliance with all Federal, State, and Local Regulations regardless of any agreements or leases with tenants or the managing person. Failure to maintain the property in compliance may result in loss of my rental license. I also grant permission for the Code Enforcement Officer to inspect my rental property during normal business hours to verify compliance with Ordinance 2023-01

Owner Signature: _____ Date: _____

Zoning Officer: _____ Date: _____