



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

BUREAU OF HOUSING

Phone: 610-865-7091

Fax: 610-865-7330

TDD: 610-865-7086

www.bethlehem-pa.gov

Dear Rental Property Owner:

On December 5, 2017 the Council of the City of Bethlehem passed Article 1741 titled Short Term Lodging Facilities Ordinance, which requires an inspection of all short term lodging facilities defined as “the occupancy of a dwelling unit or portion thereof for the temporary rental occupancy by transients”. A copy is enclosed to assist you in understanding your requirements as an affected rental property owner, please pay close attention to section 3 of the ordinance which describes the approved uses. The Ordinance specifies an annual license term, fee and floor plans required, which you should pay particular attention to.

Upon application for a license and prior to issuance or renewal thereof, each applicant shall pay to the City an annual license and inspection fee of \$100.00.

It shall be the duty of every owner to keep and maintain all rental units in compliance with all applicable codes and provisions of all other applicable state laws and regulations and local ordinances, and to keep such properties in good and safe condition. Likewise, the occupants shall comply with all obligations imposed upon occupants by this Ordinance, all applicable codes and ordinances of the City and all applicable provisions of state law.

Failure and/or refusal by the owner or his/her designated agent to register, and secure the necessary inspections, or failure and/or refusal to provide access for inspections, upon reasonable notice, shall be deemed a violation of this ordinance and will be subject to the penalties contained in Article 1741 section 8. **Failure to acquire a Short Term Lodging License by January 26, 2018 may subject you to penalties per article 1741.**

Additional copies of forms can be found on the City website, Bethlehem-pa.gov

Sincerely,

Craig B. Hynes
Chief Code Official

ATTACH
Short term lodging facility key points
Business Registration/Mercantile License Application
Short Term Lodging Facility Application
Article 1741

SHORT TERM LODGING FACILITY ORDINANCE KEY POINTS

- What is permitted (see section 5)
 - A) Must be owner occupied
 - B) Rent up to two bedrooms not to exceed 30 consecutive days in a row
 - C) Or whole house for no more than 30 days per calendar year

- Annual license and inspection required (see section 4)
 - A) \$100.00 fee for annual license
 - B) Floor plans of house required
 - C) Designate your trash hauler
 - D) Complete attached Business Registration/Mercantile License
 - E) Complete attached application for Short Term Lodging License
 - F) Set up inspection with Housing Bureau (610-865-7097)

- Expected standards (see section 5)
 - A) Keep log of length of stay (clients names not required)