



P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
[www.pocopson.org](http://www.pocopson.org)

# POCOPSON TOWNSHIP SHORT-TERM RENTAL UNIT PERMIT APPLICATION PACKET

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## Instructions

Pocopson Township requires the owners of rental properties to register rental units pursuant to Chapter 158 "Rental Units" of the Township Code. These requirements are in place in order to ensure the proper maintenance of all residential rental properties in the township.

Each owner of a **short-term rental unit** is required to obtain a *Short-Term Rental Permit*. A short-term rental unit is occupied by tenants for the purpose of overnight lodging for a period of seven days or less. A short-term rental permit must be renewed annually, with reinspection required every two years.

## Application Form

The form must be signed by the property owner. The completed form may be submitted in person to the Pocopson Township Manager at 664 South Wawaset Road, West Chester, PA 19382; or scanned and emailed to the Township Manager at [nvaughn@pocopson.org](mailto:nvaughn@pocopson.org); or mailed to Township Manager, P.O. Box 1, Pocopson, PA 19366.

## Fees

A non-refundable fee of **\$75 per rental unit** is due upon submission of the application form (NOTE: this fee also applies to applications for the annual short-term rental renewal). The fee may be paid in cash (exact change only), by check payable to Pocopson Township, or by credit card through the MuniPay Account on our website at [https://payments.municipay.com/pa\\_pocopson](https://payments.municipay.com/pa_pocopson).

## Inspections

Inspection of the property is required upon submission of the initial application and every two years thereafter. If inspection is required, it is the responsibility of the property owner to contact the Pocopson Township Building Inspector at 610-793-9390 to schedule an inspection of the rental unit. Inspections are performed on Mondays and Thursdays between the hours of 10 AM and 3 PM. A sample copy of the Rental Dwelling Unit Inspection checklist is provided so that any non-conforming items may be addressed prior to scheduling the inspection. Please be advised that this list is for informational purposes only; the inspector may identify additional items at the time of inspection, and not all items on the list will apply to every unit.

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**Instructions for Short-term Rental Unit Permit Application**  
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**Issuance of Permit and Renewal**

The short-term rental permit will be issued when all required documents and fees are received, and inspections are completed. Permits must be renewed annually, with reinspection required on a biennial basis.

Questions regarding the application process should be directed to Neil Vaughn, Township Manager, at 484-607-8137 or by email to [nvaughn@pocopson.org](mailto:nvaughn@pocopson.org). Specific questions regarding inspections should be addressed to the Pocopson Township Building Department at 610-793-9390.

**FOR OFFICE USE ONLY:**

Reinspection required?

YES \_\_\_\_\_

NO \_\_\_\_\_



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**Application for Short-term Rental Permit OR  
Short-term Rental Permit Annual Renewal**

Please complete the information below for a short-term rental unit (tenants occupy unit for the purpose of overnight lodging for a period of seven (7) days or less). Attach additional sheets as needed.

1. Application Type:

Initial Application

Annual Renewal (reinspection required every two years)

Please list date of the last inspection: \_\_\_\_\_

2. Rental unit is:

Apartment in a house

Apartment in an accessory building

Single-family dwelling

Other: \_\_\_\_\_

3. Rental Address: (include city, state, zip code and tax parcel):

\_\_\_\_\_

City State Zip Code

Tax Parcel Number: 63 - \_\_\_\_\_ - \_\_\_\_\_

4. Owner(s) Name(s): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

5. Name of Owner's Emergency Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

6. Does the property owner reside in the residence?  Yes  No



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7. Property Manager Name (if not the owner): \_\_\_\_\_

Property Manager Mailing Address (if applicable):

\_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

8. Rental Unit Information:

Type of dwelling:  Single Family Home  Apartment  Other: \_\_\_\_\_

Year built: \_\_\_\_\_ Number of levels: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_

9. Basement:  Yes  No

10. Number of smoke detectors: \_\_\_\_\_

11. Type of smoke detectors:  Hard Wired with Battery Backup  Battery Operated

12. Carbon monoxide alarm(s) installed:  Yes  No

Battery Operated  Plug-In  Hard Wired



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13. Attach the following additional information:

- a. Floor plans for the short-term rental unit, including total number of bedrooms (neatly hand-drawn plans are acceptable).
- b. Site plan showing location and number of off-street parking spaces (NOTE: one off-street space is required for every bedroom in the short-term rental unit; neatly hand-drawn plans are acceptable).
- c. A description of the sewage disposal system for the dwelling unit and its capacity (a copy of the most recent septic inspection report will satisfy this requirement).

**Date:** \_\_\_\_\_ **Signature of Owner:** \_\_\_\_\_

**Return completed form and fee to:**

Township Manager, 664 South Wawaset Road, West Chester, PA 19382;  
or mail to Township Manager, P.O. Box 1, Pocopson, PA 19366;  
or scan and email to [nvaughn@pocopson.org](mailto:nvaughn@pocopson.org)



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Pocopson Township Code Enforcement  
RENTAL DWELLING UNIT INSPECTION CHECKLIST

The following items will be evaluated at the inspection for each Residential Rental Housing Unit: *(Please note that this list is for informational purposes only and the inspector may identify additional items at the time of the inspection.)*

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

Unit # \_\_\_\_\_

Exterior

- House number is easily seen from the street and is at least 4 inches in height. Any accessory dwelling used as a rental unit must have its own house number.
- Sidewalks, walkways, stairs, driveways, parking areas and similar spaces are in proper state of repair and clear from all obstructions.
- Wall surfaces shall be maintained in a proper state of repair.
- Property shall be graded to prevent the accumulation of water.
- Gutters and downspouts shall be installed on all structures directing stormwater away from structure.
- All stairs, porches and appurtenances shall be clear of all debris and maintained in sound condition and good repair. Railings with balusters shall be provided on all open portions of stairs, balconies, decks and landings.
- All units shall be provided with means of egress areas (halls, doors, stairs, fire escapes, etc.) to grade which are adequately lighted and unobstructed, with all stairs to grade maintained in a sound and stable condition.
- All accessory structures shall be maintained and appear to be structurally sound.

Interior

- No storage of gasoline or propane. All paint solvents or other flammable materials must be stored in a safe location.
- Storage rooms in multiple tenant facilities that furnish tenants with storage areas shall be provided with a minimum fire separation rating of ninety (90) minutes.
- All habitable spaces shall have adequate lighting.
- Every sleeping room located in a basement is provided with at least one (1) operable window or exterior door approved for emergency egress or rescue.

- Multiple tenant facilities shall be provided with working "Exit" signs and/or emergency lighting at all stairs, halls, etc. as required.
- Multiple tenant facilities shall be provided with fire rated doors, as required. Fire rated doors are provided between garage and living space areas in all buildings.
- Sleeping Rooms shall contain a minimum of eighty square feet (80 sf) of floor space.
- All dwelling units, containing two or more sleeping rooms, shall be provided with direct access to all bathrooms and sleeping rooms.
- Double cylinder locks are **not permitted** on the designated egress door.
- Door locks are provided on all individual unit egress doors.
- All stairs, halls and balconies shall be clear of debris and maintained in sound condition and good repair. Railings and balusters shall be provided on all open portions of stairs, balconies and landings.
- All stairs, interior or exterior, having more than four (4) risers and every portion of a stair, landing or balcony greater than thirty (30) inches above grade or floor level are provided with applicable handrails and/or guardrails.
- Interior walls shall be structurally sound and in good repair.
- All clothes dryers shall be installed properly and vented to the exterior of the building.

#### Bathroom Area

- All dwelling units shall provide a minimum of one bathroom facility affording privacy to the user and containing a flush toilet, a lavatory and a tub or shower.
- All windowless bathrooms shall be provided with mechanical ventilation.
- Bathroom floors shall be in good repair and covered in a material impervious to water.
- All tub and/or shower surrounds shall be maintained in good repair and covered in a material impervious to water.

#### Kitchen Area

- All dwelling units shall provide a kitchen facility containing a sink and applicable cooking appliances.
- Kitchen floors shall be in good repair and covered in a material impervious to water.
- All kitchen areas shall be provided with an exhaust fan capable of removing cooking odors from the unit.
- Cooking appliances shall be in working order and in good repair.
- No cooking devices shall be provided in sleeping rooms.

### General Structure

- Foundations, walls, ceilings and roofs shall appear to be structurally sound, effectively water tight and in good repair.
- All windows, doors, hatchways and/or skylights shall appear to be structurally sound, effectively water tight and in good repair.
- Framing members shall appear to be structurally sound and in good repair capable of supporting the loads applied.

### General Plumbing

- Plumbing facilities shall be installed properly, in working order and in good repair and provide both hot and cold running water, as required.
- All water service to fixtures shall be provided with operable shutoffs.
- All plumbing fixtures shall be in working order and in good repair.
- All water heating units shall be in working order and in good repair.
- A temperature/pressure relief valve shall be properly installed for hot water heater with the discharge pipe extending to within six (6) inches of the floor without any reduction in the pipe diameter.
- Water meters shall be installed in accordance with the water service providers requirements at all times.
- All vents and cleanouts shall be accessible and clear of all debris.
- At no time shall sump pumps, floor drains and/or roof leaders be connected to the sanitary system.

### General Heating/Cooling

- All dwelling units shall be provided with heating units capable of heating all rooms to a temperature of sixty-eight degrees (68°F) at a distance of three feet (3'-0") above the floor with an outside temperature of zero degrees (0°F).
- Central heating and cooling systems shall be installed properly and in working order with emergency shut off provided, as required.
- Heating systems shall be in proper operating condition and shall bear evidence of annual maintenance.

### General Electrical and Fire Alarm/Suppression

- The electrical system, inclusive of service, fusing, circuit breakers, outlets, receptacles and wiring shall be installed properly and show no visible and obvious defects that may constitute a hazard to the occupants.
- Each room within the dwelling unit shall have a minimum of two (2) separate duplex outlets.

- Each bathroom, laundry room, furnace room and public hall shall contain a minimum of one switch-operated light fixture on the ceiling or wall.
- No temporary wiring shall be permitted. No more than one extension cord per outlet shall be permitted. The extension cord shall not run beneath any floor covering nor shall be extended through any doorway.
- Cover plates shall be provided on all switches, receptacles and junction boxes.
- GFI type receptacles shall be provided where required.
- Adequate amperage shall be provided for electrical service serving more than one (1) unit.
- Smoke detectors are installed and in working order at all required locations, inclusive of all bedrooms, and on all levels, including basement and finished attics.
- All fire detection, protection, alarm, and suppression equipment/systems are maintained in proper operating condition. All systems shall be tested and certified by qualified personnel who are trained and experienced in the maintenance of alarm and suppression systems with a copy of the certification provided to the township. Inspection and maintenance shall be in accordance with the appropriate NFPA Standard.
- Every rental unit shall have at least one (1) portable fire extinguisher. Fire extinguishers must have valid expiration date or present year date on tags.

FOR SHORT-TERM RENTAL UNITS ONLY:

- No bedrooms contain any cooking facilities.
- One off-street parking space is provided for every bedroom in the short-term rental unit. Outdoor parking for guests is limited to the available off-street parking areas on the property.
- There are no signs identifying the short-term rental unit.
- Owner maintains a guest register with registration records for a minimum of three years.
- The unit has a clearly visible and legible notice posted within the dwelling unit on or adjacent to the front door containing the following information:
  - The name of the owner of the unit or the managing agency, agent, property manager, or local contact authorized in writing to accept service on behalf of the owner of the unit, and a telephone number at which that party can be reached on a twenty-four-hour basis.
  - The 911 address of the property.
  - The maximum number of occupants permitted to stay in the dwelling unit at any one time.
  - The maximum number of vehicles allowed to be on the property and the requirement that all guest parking must be in the available off-street parking areas on the property.
  - The trash and/or recycling pick-up day and notification that trash and refuse shall not be left or stored on the exterior of the property.
  - Notification that the guests and/or the property owner may be cited or fined for creating a disturbance or for violating any other provision of the Township Code, or state or federal law.