



APPLICATION FOR SHORT-TERM RENTAL LICENSE

The provisions of Chapter 3-3 of the Harris Township Code of Ordinances shall apply to all residential dwelling units, to conversions of nonresidential structures to residential dwellings, and to all existing premises within the Township of Harris. Short-term rentals are permitted to be located within the Township only as provided in the Harris Township Zoning Ordinance. No person, firm, or corporation shall rent or lease to another, or advertise for rent or lease, or provide for residential occupancy, any dwelling unit, or portion thereof, until all applicable regulations have been met and a short-term rental license has been issued.

Application Type (please check one)

- ☐ Initial Application (for properties that do not currently have an active STR license)
- ☐ License Renewal

Please Note: Applications shall not be determined to be complete until all required information, permits, and fees have been provided to the Harris Township Short-Term Rental Officer.

Property Owner Information

Name(s) _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Property Information

Centre County Parcel ID: _____

Legal Address of Dwelling Unit: _____

Type of Dwelling Unit:

- | | |
|---|---|
| ☐ Single-Family Dwelling | ☐ Apartment Building (3 or more units) |
| ☐ Duplex | ☐ Accessory Dwelling Unit (Single Apartment) |
| ☐ Townhome | ☐ Other: _____ |

If the dwelling is part of a multi-unit structure, provide the following:

- Total number of dwelling units in building: _____
- Number of dwelling units used as an STR: _____

Is the property owner occupied? ☐ Yes ☐ No

Dwelling unit utilizes: ☐ Public Sewer ☐ On-lot septic system

Number of Bedrooms in Short-Term Rental: _____

Number of Parking Spaces: _____

Rental Type:

- ☐ Entire Dwelling Unit
- ☐ Individual Rooms, please list number _____
- ☐ Suite (bedroom with private bath)
- ☐ Other: _____

Person in Charge Information

(24/7 Emergency contact living within 25 miles of the property)

- ☐ The owner(s) lives within 25 miles of the property and will serve as the person in charge.

Name(s) _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

REQUIRED DOCUMENTATION

- ☐ **Site Plan of the Property.** Attach a scaled drawing of the property, showing the following:

- Structures located on the property and their dimensions
- Location and number of off-street parking spaces
- Parking space dimensions (minimum 9 ft X 18 ft)
- Surface improvements (paving, stone or similar mud-free material as approved by the Township)

- ☐ **Floor plans of the Short-Term Rental Unit.** Attach floor plans that show:

- Total habitable floor space
- Total number of bedrooms

- ☐ **Sewage System Requirements.** If the dwelling is not served by public sewer, attached documentation from the Harris Township Sewage Enforcement Officer confirming septic capacity is adequate for the stated bedrooms.

- ☐ **Evidence that the Property is Owner-Occupied.** Properties containing a short-term rental must be owner-occupied, except as exempted by ordinance. Attach at

least two of the following documents to demonstrate owner-occupancy. At least ONE must include a photo of the owner.

- Driver's License
- Government-issued ID
- Most recent income tax return (address page, with SSN redacted)
- Vehicle Registration
- Voter Registration Card
- Medical or utility service statements
- Pay stub

□ **Evidence to Establish Owner-Occupancy Exemption.** If a property owner is claiming an exemption from the owner-occupancy requirement, the following information must be attached:

- In order to establish the nonconforming status of a short-term rental on a non-owner occupied property, an application for a certificate of nonconformity along with the applicable fee must be submitted. See Chapter 12-9.5.
- Booking history from a bonafide short-term rental platform (AirBNB, VRBO, etc.) demonstrating that the dwelling unit was advertised for short-term occupancy, as defined in Chapter 3-3, within sixty (60) days of December 8, 2025.
- If such information is not available, this requirement may be satisfied with a copy of a short-term rental agreement showing that the property was rented to guests on a short-term basis, within sixty (60) days of December 8, 2025.
- At least two of the following that display an address that differs from any assigned to the property:
 - A copy of the owner's driver's license or government issued ID card.
 - A copy of the most recent year's income tax return (address page with SSN redacted)
 - Vehicle Registration
 - Voter Registration Card
 - Medical or utility service statements
 - Pay Stub

□ **Hotel Tax Registration.** Attach proof of registration for hotel tax.

□ **Annual STR Usage Record. (renewals only)** Provide a record of all dates the dwelling unit was used as a short-term rental during the previous year.

- ☐ **Centre Region Code Administration Rental Permit.** Attach a copy of a valid Centre Region Code Administration rental permit issued for the dwelling unit.

AFFIDAVIT

By signing this application, I certify that I am the deed owner or authorized agent of the deed owner of the subject property. I acknowledge that all information provided is true and accurate. Further, I acknowledge that I am responsible for maintaining compliance with the requirements of Chapter 3.3, Licenses and Permits, and Chapter 12, Zoning, of the Harris Township Code of Ordinances, as well as the 2017 Centre Region Building Safety & Property Maintenance Code, as amended. I understand that failure to comply with such requirements may result in the revocation of the short-term rental license.

Property Owner Signature _____ Date _____

Property Owner Signature _____ Date _____

Person in Charge Signature _____ Date _____
(if applicable)

Township Use Only		
Date Received		
Date Deemed Complete by STR Officer		
Date Review Comments Provided to Applicant		
License Approved	☐ Yes	☐ No
Date of Determination		