



BOROUGH of MILLVALE

501 Lincoln Avenue
Millvale, PA 15209
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Millvale Short-term Rental Occupancy Application

BOROUGH OF MILLVALE CODE CHAPTER 216 – ORDINANCE NO. 2799

FEE \$65 ANNUAL FEE

1. Application MUST be filed with the Borough 1 MONTH BEFORE the previous occupancy inspection expires.
2. Moving tenants into a building or occupying a building with out obtaining an occupancy permit will result in a citation.
3. EACH DAY a building is occupied without a valid Occupancy Permit is considered a separate violation and is subject to the MAXIMUM PENALTY or \$300.00 per day.
4. A fee of \$65.00 is due when the application for SHORT-TERM RENTAL Occupancy permit is submitted.
5. It is the OWNER’S RESPONSIBILITY at one month prior to expiration of the 1-year license to apply for a new license.

APPLICANT INFORMATION

Name:		Contact Person (available 24 hours):	
Address:		Phone:	
Email:	24 Hour Contact #:		

OWNER INFORMATION (if different than Applicant)

Name:		Contact Person (available 24 hours):	
Address:		Phone:	
Email:	24 Hour Contact #:		

MANAGER INFORMATION

Managers Name:			
Email:		Phone:	

SECONDARY CONTACT INFORMATION

Secondary Contact Name:			
Email:		Phone:	

PROPERTY INFORMATION

Address:			
Number of units		Date:	
Off Street Parking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# Of Spaces
Taxes Current	<input type="checkbox"/> Yes <input type="checkbox"/> No	Filed Mercantile tax	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knox Box Present	<input type="checkbox"/> Yes <input type="checkbox"/> No	Knox Box Location	

Knox Box, emergency access boxes will be required on all Short-Term Rentals. If the building does not have a Knox Box installed, one must be installed with in 30 days.

Application *for* Short-Term Rental Permit

BOROUGH OF MILLVALE CODE CHAPTER 269 – ORDINANCE NO. 1619

BOROUGH USE ONLY						
DATE RECEIVED:				RECEIVED BY:		
Fully completed and signed application for STR Occupancy Permit;						
Manager Information if applicable						
Zoning Permit Attached						
Proof of Insurance						
REVIEW				FEES		
DEPARTMENT	APPROVED	DENIED	DATE	APPLICATION FEE	BALANCE	PAID
CODE						
POLICE						
BUILDING (if needed)						
OCCUPANCY PERMIT ISSUED BY:				TITLE:		DATE:
PERMIT #						
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED						

SIGNATURES	
<p>I understand that in consideration of the issuance by the Borough of Millvale of an Application for Right of Way Permit to the undersigned Applicant, the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits, and in inspecting work of the Applicant, employees of the Borough are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Borough pursuant to the police power of the Borough, and are not warranting to the Applicant or to any third party, the quality or adequacy of the design, engineering or work of the Applicant. The Applicant agrees to defend, hold harmless, and indemnify the Borough, its elected and appointed officials and employees from and against any and all claims, demands, actions, and causes of action of any one or more third parties arising out of or relating to the Borough’s review or inspection of the Applicant’s design, engineering or work, or issuance of a permit or permits, or arising out of or relating to the design, engineering or work done by the Applicant pursuant to such permit or permits. Furthermore, the Applicant is hereby informed that any violation(s) of the Building Code and/or the Zoning Code for the Borough of Millvale is subject to fines and penalties as stated in the applicable ordinance(s).</p>	
APPLICANT SIGNATURE:	DATE: