

SHORT TERM RENTAL ORDINANCE

Definitions and Agreements:

Dwelling Unit Capacity: When used as a Short-Term Rental, the Dwelling Unit Capacity shall be per number of approved bedrooms. For example, a three - bedroom Dwelling Unit shall have a Dwelling Unit Capacity of six persons (3 bedrooms x 2) when used as a Short-Term Rental.

A Dwelling Unit subject to a Vermont Land Use (Act 250) Permit shall be limited to the Dwelling Unit Capacity stated on that permit and shall not be increased by an additional two units when used as a Short-Term Rental.

Short-Term Rental: A furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days. Number of bedrooms of STR cannot exceed number of bedrooms stated on Listers Card.

NOTE: The Short-Term Rental of a Dwelling Unit in or of a Building qualifies the Building as a "public building", subject to the jurisdiction of the State of Vermont Division of Fire Safety pursuant to Title 20 V.S.A. §2730(a)(1)(D).

SHORT-TERM RENTAL OF DWELLING UNIT

1. The Short-Term Rental of a Dwelling Unit requires a Short-Term Rental Registration from the Short-Term Rental Administrator. A person shall not commence the use of a Dwelling Unit as a Short-Term Rental unless and until the Short-Term Rental Administrator issues the requisite Short-Term Rental Registration.
2. An application for Short-Term Rental Registration shall be in compliance with the regulations as set by the Town of Plymouth for a Short-Term Rental with an occupancy of 8 or less guests. For Dwelling Units with a Dwelling Unit Capacity of greater than 8 occupants, the following applies:
 - A. The State of Vermont Wastewater and Water Supply Permit for the property for Dwelling Units constructed or occupied after June 30, 2007 and a local zoning or septic permit, if any, for Dwelling Units constructed before July 1, 2007, or the Listers Property Card with the number of bedrooms indicated, if a local zoning or septic permit does not exist for Dwelling Units constructed before July 1, 2007.
 - B. A state of Vermont Land Use (Act 250) Permit if subject to Act 250 jurisdiction.
 - C. An inspection report with occupancy approved from the Public Building Permit from the State of Vermont Division of Fire Safety.
 - D. The Posting of Contact Information required by Title 18 V.S.A. §4467.
 - E. Proof that the liability insurance policy that covers the Dwelling Unit extends bodily injury and property damage insurance coverage that occurs during or as a result of the use of the Dwelling Unit as a Short-Term Rental.
3. No registration of the Short-Term Rental of a Dwelling Unit shall be issued or obtained and submitted to the Short-Term Rental Administrator for Dwelling Units with a capacity of greater than 8 occupants until the documents and permits set forth in subsection 2 above are addressed.
4. The duration of a Short-Term Rental Registration shall be one year from the date of issuance.
5. The maximum occupancy is determined by the lesser of the following:

- A. The number of bedrooms as indicated by the Waste Water Permit.
 - B. The number of bedrooms as indicated by the State Fire Marshall's Certificate of Occupancy.
6. The Use of a Dwelling Unit by a number of lessees, guests, or other persons in excess of the Short-Term Rental Dwelling Unit Capacity shall constitute a violation by the Registration holder and/or the person with whom the Registration holder contracted for the Short-Term Rental of the Dwelling Unit.
 7. The number of vehicles shall not exceed the number of bedrooms.
 8. Trash shall be sorted according to state regulations. Homeowners are responsible for providing containers for sorting and for the appropriate removal of all trash. Trash is to be stored in a secure space that is screened from public view. If found to be out of compliance of the aforementioned expectations, an immediate fine of \$250.00 per occurrence will be assessed.
 9. A Knox Box (emergency key) is required for all Short-Term Rental properties in order to receive a Registration Application Approval. The Knox Box must be registered with the Fire Department. To order the recommended Knox Residential Box, see the attached form. Also visit knoxbox.com or call 800-552-5669.
 10. If you have outside lighting, it shall not interfere with neighboring properties.
 11. In preserving the peaceful quiet of the community, guests are required to maintain public decency in volume and behavior from 11 P.M. – 7 A.M.
 12. Any person who commences or continues to operate a Short-Term Rental property without the required permit shall be deemed guilty of an infraction and may be fined up to \$100.00 per day.

I acknowledge I have reviewed and agree to abide by the Town of Plymouth Short-Term Rental Ordinance.

Signed: _____ Date: _____

This STR application is approved for _____ bedrooms.

STR Administrator: _____ Date: _____

Notes: _____

Adopted July 6, 2021

Jay Kullman, Select Board Chairman: [Signature]

Rick Kaminski: [Signature]

Keith Cappellini [Signature]

PLYMOUTH TOWN CLERK'S OFFICE
DATE 9/29/22 TIME 9:00

Received for record a Street Team Rental Ordinance
Of which the foregoing is a true copy
RECORDED IN BOOK 134 PAGE 719-721
ATTEST [Signature]
CLERK

**Town of Plymouth Vermont
Short-Term Rental Unit Registration Form**

Owners Name: _____

Owners Address: _____

Owners Phone: Home: _____ Cell: _____ Work: _____

Owners Email: _____

Short Term Rental Unit Information

New Application _____

Renewal _____

Physical Address of Short-Term Rental Unit: _____

Tax Map #: _____ Lot #: _____

Maximum Number of Bedrooms in Short-Term Rental Unit: _____

Name of Local Property Manager (LPM) or Local Contact: _____

Physical Address of LPM: _____

Permits for Short-Term Rental Unit Application require a non-refundable fee of:

\$200.00 for a one-bedroom unit

\$100.00 for each additional bedroom

Checks shall be made payable to the Town of Plymouth

Date Application Submitted: _____ Check #: _____

CHECK LIST:

- Appointment with state Fire Marshal for Certificate of Occupancy.
- Order and Install Knox Box (www.knoxbox.com – model no. 1658 Knox Residential Box)
- Contact Fire Department to open Knox Box to place your key inside.
- Confirm that your number of bedrooms advertised match the number of bedrooms on your property Listers Card.
- Sign and return completed application with Certificate of Insurance and payment.
- Short-Term Rental Administrator, Frank Vetere will contact you for a final inspection.

The following information shall be provided with the Application Form by owner(s) of Short-Term Rental dwelling unit(s), here-in-after referred to as STR, as part of the application and registration process. Proof of ownership may be required if the person submitting the Short-Term Rental Unit Application is not the record title holder as indicated by the documentation maintained by the Town of Plymouth:

Copy of Certificate of Occupancy, issued by the State of Vermont Fire Marshal, must be included with application. Do not submit STR application without Certificate of Occupancy.

1. Physical address of the specific STR advertised, offered for use, or used for STR.
2. Contact information of property owner, including: name, mailing address and/or physical address, telephone number, and email address.
3. Contact information for any person present or residing on the property and/or authorized to act on the owner’s behalf, including: name, mailing address and/or physical address, telephone number and email address.
4. If there is a written property management agreement or contract dealing with the STR, please state the name of the property manager and the date of the agreement.
5. If the STR does not apply to a single building, please indicate. For each STR in a building, please identify the unit(s) and the 911 addresses assigned to the units (if separate from the building).
6. Please provide a sketch plan depicting the entire property where the STR is located. Please show all proposed on-site parking spaces, including guest parking for the STR and parking for the owners if they still reside in the building when the STR is occupied.
7. Please provide proof of homeowners’ liability and casualty insurance that must contain a **STR endorsement**.
8. Please provide proof of a Vermont tax account for room and meals and/or sales tax.
9. Please provide proof of a Certificate of Occupancy, for both new and existing buildings, for the STR unit. This will be issued by the State Fire Marshall. The cost to obtain the CO ranges from \$125.00 - \$150.00.
10. Please provide a copy of any STR rules that you have required in connection with the STR.

Important contact phone numbers:

- The Division of Fire Safety – Springfield Regional Office Phone: 802-216-0500
- Web-Site: www.firesafety.vermont.gov
- STR Coordinator: Michelle Pingree 802-500-1815, Ext. 4 rental@plymouthvt.org
Available Mondays & Wednesdays 8-12
- STR Administrator: Frank Vetere 802-855-1682 fsvetere@gmail.com

I acknowledge I have reviewed and agree to abide by the Town of Plymouth Short-Term Rental Unit Ordinance.

Signed: _____ Date: _____

Signed: _____ Date: _____

Short Term Rental Safety, Health and Financial Obligations

Contact Information

Department of Health: 802-863- 7221
Division of Fire Safety: 802 479-7561

Instructions

The short term rental operator shall post within the unit a telephone number for the persons responsible for the unit and the contact information for the Vermont Department of Health and the Vermont Division of Fire Safety. This form shall be completed by the short-term rental operator and retained on site. The form need not be filed with the department.

SHORT TERM RENTAL OPERATOR INFORMATION

Operator(s) Name (Print):		Number of Rooms Rented:
Physical 911 Address of Property:		Type of Heating System:
Mailing Address:		Public or Private Water:
Cell phone number:	E- Mail:	Tax Account Number:

Division of Fire Safety General Checklist (www.firesafety.vermont.gov)

- Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
- GFI Outlets are provided in locations identified on the attached fire safety info sheet.
- Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
- Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
- Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
- Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)

- Appliances are operational and in good repair and hot and cold potable water have been supplied.
- Guest rooms have been serviced and cleaned before each new guest.
- Refuse containers are available and emptied at least once each week or more frequently, if necessary.
- Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
- Sewage system and toilets function and are in good repair.
- Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
- Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)

- Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
- Meals and rooms taxes are **NOT** filed and paid by a third party. I have a Vermont tax account.
- The Vermont Meals and Rooms Tax license is displayed in each rental unit.
- My income from these activities is included on my income tax return.
- I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator

Date



Fire Safety Considerations for Short-Term Rental Operators

For detailed information on providing and maintaining a safe short-term rental, please visit our home page www.firesafety.vermont.gov

Smoke Alarms

- Photoelectric type smoke alarms are required in the immediate vicinity of sleeping rooms, inside each sleeping room, and on all floor levels including the basement. All newly installed smoke alarms must be hard wired into the buildings electrical system.
- Smoke alarms in sleeping rooms of buildings constructed prior to 1994, may be of the 10-year photoelectric lithium powered tamper resistant type.

Carbon Monoxide Alarms

- Outside each sleeping area in the immediate vicinity of the bedrooms. An additional detector shall be installed in each sleeping room that contains a fuel- burning appliance.
- Carbon Monoxide alarms installed or replaced in a dwelling after July 1, 2005 must be directly wired to the building electrical service and have a battery backup.
- Existing One and Two family dwellings constructed prior to July 1, 2005 may use plug in style alarm with battery backup or battery power or you may hardwire.

Guard and Handrails

- Landings, decks, porches or platforms more than 30 inches of grade must be provided with guards and intermediate rails spaced no more than 4 inches apart.
- Graspable handrails must be provided on all stairs.

Electrical Safety:

Ground Fault Current Interrupters (GFCI) are required in the following areas;

- Bathrooms, garages and accessory buildings having a floor located at or below grade level, not intended as a habitable room and limited to storage. Work areas, outdoors, crawl spaces, unfinished portions or areas of the basement not intended as a habitable room. Kitchen, where the receptacles are installed to serve countertop surfaces and sinks and where the receptacles are installed within 6ft from the top inside edge of the bowl of the sink. Boathouses and bathtubs or shower stalls, where receptacles are installed within 6ft of the outside edge of the bathtub or shower stall and laundry areas.

Secondary Means of Escape from Sleeping Rooms

- Every sleeping room must be provided with a primary and secondary means of escape.
- A window meeting rescue and ventilation requirements can satisfy the secondary means of escape.

Heating System Safety

- Oil, gas, wood, wood pellet and kerosene fuel fired heating systems shall be cleaned and maintained in accordance with manufacturer's installation instructions and shall be inspected at least once during any 2-year period by a certified fuel service technician or Chimney sweep in the case of solid fuels.

For additional details and information, visit the Code Information & Hot Topic Fire Safety Sheet section of our web page.

<https://firesafety.vermont.gov/buildingcode/codesheets>