

Residential Short-Term Rental License Information

A Short-Term Rental License issued by the South Hadley Building Commissioner is required prior to offering for rent any eligible residential dwelling as a short-term rental.

A short-term rental is defined as any rental of all or part of a residential dwelling unit for 28 consecutive days or less, including home-sharing and vacation rentals.

If your short-term rental operation includes preparing and serving meals for guests, you are not eligible for a Short-Term Rental License. Rentals that prepare and serve meals may be eligible for permitting as Bed-and-Breakfast Facilities. Contact the Planning and Conservation Department for more information on permitting for this type of facility.

Process for a Short-Term Rental License

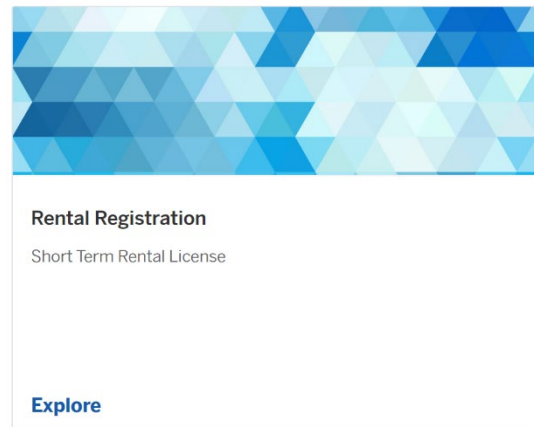
Step 1: Short-Term Rental License Application - Inspection Services/Building Department

Submit a complete Short-Term Rental License application to the Inspection Services/Building Department (Building Commissioner) via the Town's online permitting portal OpenGov:

<https://southhadleyma.portal.opengov.com/>

A total of 25 STR Licenses are available:

- 20 owner-occupied
- 5 non-owner occupied (whole house)



Step 2: Zoning Permit – Planning and Conservation Department

Submit the Zoning Permit application to the Planning and Conservation Department for Planning Board review - Special Permit or Site Plan Review. The type of Zoning Permit will depend on whether you have an owner-occupied or non-owner occupied short-term rental.

<i>Special Permit</i>	<i>Site Plan Review</i>
Non-Owner Occupied STR	Owner Occupied STR
5 Licenses	20 Licenses

Step 3: Site Inspection – Building Commissioner

After review of a complete license application, the Building Commissioner will schedule a site inspection of the intended short-term rental unit.

Step 4: Short-Term Rental License Issued - Inspection Services/Building Department

Upon a satisfactory site inspection, issuance of a Zoning Permit, and any other Board and Departmental reviews needed, the Building Commissioner issues an annual Short-Term Rental License. Licenses are valid from July 1st to June 30th of each year.

Step 5: Business Certificate – Clerk’s Office

Apply for a Business Certificate from the Town Clerk (for Short-Term Rental) if rental owner/operator is a DBA.

All fictitious name certificates for businesses (commonly known as "doing business as" or "DBA" certificates) are filed with the Town Clerk, per Massachusetts General Laws Chapter 110, Section 5. This State law requires anyone who is conducting business under an alias (i.e., any name other than his or her own), including corporations, to file a business certificate in the community where their business is principally headquartered.

Step 6: Lodging House Permit – Public Health Department

Apply for Lodging House Permit from the Board of Health, if applicable. A “lodging house” is defined as a residence where lodgings are let to five or more persons not within the second degree of kinship to the person conducting the house and which does not contain a public dining room or cooking facilities in any rented sleeping room. If your short-term rental accommodates fewer than five persons, you are *not* required to apply for a Lodging House Permit.

Step 7: Short-Term Rental License Annual Renewal – Inspection Services/Building Department

By May 15th, submit an application for a 1-year renewal of the Short-Term Rental License to the Inspection Services/Building Department. Upon satisfactory review and site inspection, the license will be renewed for a 1-year period.

QUESTIONS??

Planning and Conservation Department

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