Procedure for applying for a Bed & Breakfast Permit

The following information has been compiled to help with the application process.

1. Obtain a blank Application for Bed & Breakfast Permit from the township zoning office for which the property is located. An application can also be mailed to you by calling College Township Zoning, 814-231-3021.

2. Once the application is complete and fees remitted to the zoning office. Zoning determines if the property can be a permitted Bed & Breakfast. Once the zoning review is complete, you will notified that the submission documents have been directed to Centre Region Code office.

3. The Centre Region Code may contact you for fees, and Inspectors will contact you to establish a date and time for the housing inspection. Centre Region Code determines occupancy during their review and inspections. The CRCA/Rental Housing Inspectors look for health and safety features. For more information regarding the process the CRCA/Rental Housing Inspectors use, please contact the CRCA/Rental Housing office and request a copy. (CRCA 814-231-3056)

4. The Centre Region Code Rental Housing is a yearly Rental Housing fee, payable to C.O.G. before the annual expiration date of the CRCA Rental Occupancy Permit.

5. College Township Code requires owner occupancy for Bed & Breakfast locations within College Township (200-11 R-1)

6. If you buy a previously rented or Bed & Breakfast operated property you still need to go through the process stated above. If you sell a Bed & Breakfast or Rental property, it is very important that the buyer(s) submit the applicable Application at the College Township Zoning office to avoid delays in the billing process, please inform College Township Zoning and Centre Region Code Administration/Rental Housing offices of any change in your mailing address or property management information.
CHAPTER 200-11[R.] Bed-and-breakfast establishments. In addition to the underlying district regulations specified, all bed and breakfast establishments, either homes or inns, shall meet the following requirements:

(1) The owner of the facility must physically reside on site during all periods that the facility is open to the public and that guests are housed.

(2) The building and parking area shall be located and maintained in a manner compatible with the general character of the surrounding neighborhood. Exterior alterations, additions or changes to the dwelling unit in order to accommodate or facilitate a bed and breakfast establishment shall retain the residential character of the dwelling unit and the surrounding neighborhood.

(3) One accessory structure may be used to provide for additional guestrooms in a bed and breakfast inn, provided that the size of the property on which the establishment is to be located is greater than three acres. A bed and breakfast home shall be limited to rooms within the single-family detached unit.

(4) One off-street parking space shall be provided for each guestroom in addition to any other required parking. All such parking shall be unobtrusive. Parking within the Agricultural District and Rural Residential District shall be located and/or landscaped in a manner such that it is screened from the view of adjacent properties. On-street guest parking shall not be permitted in any district.

(5) Signage shall not be permitted for bed and breakfast homes. Signage for bed and breakfast inns shall be consistent with the requirements set forth in Chapter 170, Signs, for the appropriate zoning district and use.

(6) No outdoor storage shall be permitted other than that which would be permitted under existing zoning.

(7) Meals for compensation shall be provided only to guests of the bed and breakfast establishment. No cooking or kitchen facilities shall be permitted in any of the guestroom units.

(8) The length of stay per guest shall be limited to seven consecutive days and 21 total days in any twelve-month period.

(9) In order to ensure compliance with all aforementioned criteria, the applicant shall be required to submit a general site plan and obtain a zoning permit prior to receiving guests for compensation.

(10) Permits required for the establishment and operation of a bed and breakfast shall not be transferred upon the sale of the subject property; neither shall such permits be transferred from one location to another by the same owner.

(11) Bed-and-breakfast establishments shall comply with all applicable sections of College Township Code Chapter 152, Property Maintenance, as well as federal, state and local regulations. [Amended 3-2-2006 by Ord. No. O-06-07]
Acknowledgements / Authorizations

Property Owner
Designate of Person-In-Charge

Rental Property Address: ____________________________________________

Declared Rental Type: ___ Bed & Breakfast Home ___
___ Bed & Breakfast Inn

OWNER AUTHORIZATION:
By signing this document, I acknowledge that I am the deed owner or authorized POA for the said owner. I also acknowledge that I am aware of all rules and regulations contained in the College Township Ordinance Chapters 152 Property Maintenance and Fire Code, Chapter 160 Rental Ordinance, and Chapter 200 Zoning relative to rental properties. I understand and realize that failure to follow said requirements may result in the revocation of the residential rental permit for which I am applying.

Signature ___________________________ Print Name ___________________________ Date _________

Signature ___________________________ Print Name ___________________________ Date _________

Note: If owner and person in charge / designated agent are the same please check here: □ Yes
If the answer is [no], the designated agent / person in charge must sign below.

PERSON-IN-CHARGE / DESIGNATED AGENT:
By signing this document I acknowledge that I am the person-in-charge for the said rental. I also acknowledge that I am aware of all rules and regulations contained in the College Township Ordinance Chapters 152 Property Maintenance and Fire Code, Chapter 160 Rental Ordinance, and Chapter 200 Zoning Ordinance relative to rental properties. I understand and realize that failure to follow said requirements may result in the revocation of the residential rental permit for which I am applying.

Signature ___________________________ Print Name ___________________________ Date _________

Company Name ___________________________ Email ___________________________ Phone ___________________________
CENTRE COUNTY TREASURER
Willowbank Office Building
420 Holmes Street
Bellefonte, Pennsylvania 16823-1488

RICHARD A. FORNICOLA, Treasurer

(814) 355-6810

Centre County Hotel Room Tax
Property Registration Form

1. Property Owner’s Name(s) ________________________
   Street Address ________________________________
   City/State/Zip __________________________________
   Telephone ________________________________
   Fax _______________________________________
   Email _______________________________________

2. Name and address (if different) of lodging facility:
   Facility Name ________________________________
   Facility Street Address _______________________
   City/State/Zip ________________________________
   Telephone ________________________________
   Fax _______________________________________
   Email _______________________________________

3. Name, title, and telephone number of individual responsible for remitting
   the Centre County Hotel Room Tax:
   Name _______________________________________
   Title _______________________________________
   Telephone ________________________________
   Email _______________________________________

4. Type of lodging facility: Hotel ____ Motel ____ Bed & Breakfast _____
   Inn ____ Lodge ____ Other _____

5. PA State Sales Tax Number: _____________________________

6. Number of rooms available per night: ________________

7. Monthly filer: ________ Quarterly filer: ________

Please indicate in the margin above, which address above should be used as the mailing address
for correspondence and hotel tax return forms.

Signature ______________________ Title ______________________ Date ____________

RAF-8/06
APPLICATION FOR BED & BREAKFAST PERMIT

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED IF A SECTION IS NOT APPLICABLE PLEASE INDICATE WITH N/A.

Application Date: ________________ Tax Parcel Number: 19- __- __- ______
Property Location: __________________________________________________________

Parcel Owner Name: __________________ Daytime Phone: (___) __- ___
Address: __________________________________ Apt. No. ____________
City: __________________ State: __ Zip Code: ________________

Applicant Name: __________________ Daytime Phone: (___) __- ___
Address: __________________________________ Apt. No. ____________
City: __________________ State: __ Zip Code: ________________

Type of Bed & Breakfast: B & B Home ☐ B & B Inn ☐

Number of B & B Room(s) on Property: 

Unit(s): Note: Zoning Application fee is $30.00 per Bed & Breakfast unit/room (College Township’s permit is a one time fee per ownership and/or change of room rental count.) This application is subject to Centre Region Code Inspections, application fees and licenses. (Informative attachments)

Provide a separate drawing showing the floor plan of the structure including room sizes and square footage information on the following attachments.

Is the Property Owner Occupied? ☐ Yes ☐ No

☐ Number of off-street parking spaces provided, note that an attached parking site plan is required.

☐ Provide proof of hazard and liability insurance with minimum coverage of $100,000.

Informative College Township Code Chapter 200-11R Regulations for Bed & Breakfast Units

Applicant Signature: ___________________________ Date: ________________

Print Applicant Name: ____________________________

Zoning District: 

Application Approval: ___________________________ Date: ________________
APPLICANT INSTRUCTIONS:

Applicant: ________________________ Street Address: _____________________
TP#__________________________

Please complete the information below and sketch an approximate floor plan of your Bed & Breakfast home on the graph.

Include Exterior House Dimensions, Actual Room Dimensions of Bed & Breakfast areas that will be used by guests.

<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Lot Size (sq ft)</th>
<th>Home Size (sq ft)</th>
</tr>
</thead>
</table>

Each B&B room size (sq ft)

<table>
<thead>
<tr>
<th>Room 1</th>
<th>Room 2</th>
<th>Room 3</th>
<th>Room 4</th>
<th>Room 5</th>
<th>Room 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(sq ft)</td>
<td>(sq ft)</td>
<td>(sq ft)</td>
<td>(sq ft)</td>
<td>(sq ft)</td>
<td>(sq ft)</td>
</tr>
</tbody>
</table>