SHORT TERM RENTAL (STR) APPLICATION CHECKLIST

Permit Application Fee: A non-refundable fee of $250.00 is required at the time of initial application and annually thereafter for renewal.

Required Documents

- ☐ Proof of the owner's current ownership of the STR unit (*tax bill*)
- ☐ Proof of principal residence (*copy of driver's license or State ID card*)
- ☐ Copies of two (2) recent (less than 30 days old) utility bills (*ie water & PSEG*)
- ☐ Proof of general liability insurance in a minimum amount of $500,000.00
- ☐ Zoning Verification Letter (*requested through the Zoning Department*)
- ☐ Proof of no outstanding fines or penalties with City of Passaic's Municipal Court
- ☐ Proof of no outstanding taxes, water and sewer charges
- ☐ Owner's Affidavit
- ☐ Certification of STRP Agent
- ☐ Certification of Responsible Party
- ☐ Copy of the Bylaws, Master Deed, or other relevant governing document if the STR is in a condominium or other association.
- ☐ Copy of the Articles of Formation if property is owned by LLC, INC.
- ☐ Occupancy Certificate

Required Inspections (*Can be scheduled after the STR application is reviewed)*

- Zoning (zoning@cityofpassaicnj.gov)
- Fire Inspection (hrawls@cityofpassaicnj.gov)

Renewal Applications: All of the above documents are required except the inspections which are required every three (3) years.

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