

# Procedure for Applying for and Retaining a Rental Housing Permit

When applying for a new rental permit or changing the information on an existing rental permit, the application is the same. It is imperative to notify the Municipality and Centre Region Code Administration (CRCA) of any change in ownership or property management **within 15 calendar days of the property transfer**. Rental housing permits are transferable upon change of ownership, providing the permitted use has not changed. Failure to obtain a new permit or change information on an existing permit could result in legal action.

Rental housing permit applications are available at the municipal zoning office, CRCA office, online at [www.crcog.net](http://www.crcog.net), or the municipal websites. Please see page 4 for contact information for the municipal offices.

**ALL APPLICATIONS MUST BE SUBMITTED DIRECTLY TO THE ZONING OFFICE OF THE MUNICIPALITY FOR REVIEW.** Centre Region Code Administration (CRCA) cannot accept applications without zoning approval.

## 1. Required Rental Housing Permit Application Packet Forms:

All the required forms in the application packet must be completed and submitted. Incomplete applications will be returned, resulting in delays in the permit.

- a. **Rental Housing Permit Application** – Please complete all sections of the form and sign. For rental units in College and Ferguson Townships, please note on page 1 of the application if the unit will be used for long term or short term use. Additional fees may apply. (See page 4 for municipal contact information) **Please refer to the municipal websites for information regarding short-term rentals.**
- b. **Property Grid** – Please complete the top section and the drawing at the bottom.
- c. **Person In Charge Form** - If the property owner resides more than 25 air miles from the property, a person-in-charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the enclosed form. **Consent of the person-in-charge is required.**
- d. **College Township Rental Property Application Checklist** – If the property is located in College Township, please complete and return the College Township rental property application checklist along with the CRCA rental housing permit application.
- e. **Ferguson Township Application for Short-Term Rental** – If the property is located in Ferguson Township and you intend to use the property for short-term use, please complete and return the Zoning Application for Short-Term Rental along with the CRCA rental housing permit application. The Ferguson Townships Zoning Application is **NOT REQUIRED** for long term rentals.
- f. **Bellefonte Borough Zoning Permit Application** – If the property is located in Bellefonte Borough, please complete and return the Bellefonte Borough zoning permit application along with the CRCA rental housing permit application.

## 2. Municipal Information and Fees:

Completed rental housing permit applications must be **submitted directly to the municipal zoning office** for review. (See page 4 for municipal contact information) **Applicable application fees are required with the submission of the application.** **Bellefonte and State College Boroughs and College, Harris, and Patton Townships require application fees.** Payment should be made payable to the municipality. The zoning office will determine if the property is zoned for the proposed use, what the allowable occupancy is for new applications and record change of ownership or management for revised applications.

**Ferguson Township** does not have an application fee. However, they do have a short-term rental policy. A Zoning application may be required with a \$25 fee.

- a. **Bellefonte Borough** requires a \$50 Zoning permit application fee for new applications or any existing rental housing permit change. (Multiple units on the same tax parcel, one application, one fee) **Applicable fees must be included with the application and made payable to the Bellefonte Borough.**
- b. **State College Borough** requires a \$25 application fee for new applications or any existing rental housing permit change. (Multiple units on the same tax parcel, one application, one fee) **Applicable fees must be included with the application and made payable to the Borough of State College.**
- c. **College Township** requires applications for all new rentals (Zoning Permits are not transferable). College Township will process a change of ownership as a “new” rental. College Township also requires annual renewals for short-term rentals. Fees for Long-Term Rentals are \$35 per unit, and Short-Term Rentals are \$165 per unit (*Example: Air B&B, weekend rental homes, etc.*). **Applicable fees must be included with the application and made payable to the College Township.** (A separate application must be submitted for each unit.)
- d. **Harris Township** requires a \$25 application fee for new applications or any existing rental housing permit change. (Multiple units on the same tax parcel, one application, one fee) **Applicable fees must be included with the application and made payable to the Harris Township.**
- e. **Patton Township** requires a \$30 application fee (per unit) for new applications or change of ownership only. (A single application can be submitted for multiple units on the same tax parcel) **Applicable fees must be included with the application and made payable to the Patton Township.**

3. Municipal Zoning Approval:

When municipal approval is granted, the application will be forwarded to the Centre Region Code Administration for inspection (if required) and permitting.

4. Inspections:

The designated person-in-charge will receive the notice of inspection, inspection reports, violation notices, warnings, fines, and other correspondence not listed above. It will be the responsibility of the person-in-charge to forward this information to the owner of the property.

- a. **NEW RENTAL HOUSING PERMITS:** Advanced payment of the rental housing permit fee is required for all NEW rental units prior to the rental housing inspection being scheduled. **This fee is non-refundable.** An invoice will be mailed or emailed to the designated property manager. Once payment is received, a rental housing inspector will contact the person-in-charge with notice of a housing inspection date and time. If the person-in-charge fails to be present within 10 minutes after the start time of the scheduled inspection, the inspector will assess a \$100.00 no-show fee.
  - i. **Occupied Units:** payment must be received and inspection must be completed within 30 days of the zoning approved application. The application becomes invalid after 30 days of non-payment or unscheduled inspection. A new application would be required.
  - ii. **Non-occupied units,** payment must be received and inspection must be completed within 90 days of the zoning approved application. The application becomes invalid after 90 days of non-payment or unscheduled inspection. A new application would be required.
- b. **EXISTING RENTAL HOUSING PERMITS:** If and inspection is required, a rental housing inspector will contact the person-in-charge with notice of a housing inspection date and time. (Inspections on existing rental housing permits are valid for 3 years) If the person-in-charge fails to be present within 10 minutes after the start time of the scheduled inspection, the inspector will assess a \$100.00 no-show fee.
- c. The rental housing inspector will be inspecting the property for life, health, and safety issues. Please refer to the **Common Corrections List for Rental Housing** for additional information about the inspection process. All

rental properties are inspected at least once every 36-months. The next regular inspection will be scheduled no later than 36-months from the last regular inspection, not the reinspection date.

- d. A **Fire Safety Certificate** shall be provided to all tenants at the beginning of each lease period and annually thereafter. The certification states that the smoke alarm(s), carbon monoxide detectors, and fire extinguishers have been installed and are functional at the beginning of the lease. It shall also include instructions on how to report deficiencies with fire safety systems. A signed copy of the Fire Safety Certificate shall be maintained by the person-in-charge and made available to the tenant(s), Code official, or municipality upon request.
- e. A **Tenant Notification Acknowledgement** form shall be provided to all tenants at the beginning of each lease period and annually thereafter. The person-in-charge shall provide all tenant(s) on the lease, information regarding their requirements, and a reference to the municipal ordinances. A signed copy of the acknowledgment form shall be maintained by the person-in-charge and made available to the tenant(s), Code official, or municipality upon request.

5. Rental Housing Permit Fees:

- a. **NEW RENTAL HOUSING PERMITS:** Advanced payment of the rental housing permit fee is required for all NEW rental units prior to the rental housing inspection being scheduled. **This fee is non-refundable.** An invoice will be mailed or emailed to the designated property manager. When the invoice is received, please review the information and notify CRCA immediately of any errors. Permit fees are billed annually. The fee is based upon the municipality and the type of rental unit. (please see page 5 for the fee information) Rental housing permits expire one year from the date of issuance.
- b. **EXISTING RENTAL HOUSING PERMITS (change of ownership or management ONLY):** if the permit fee is due, an invoice will be mailed to the property manager” indicated on the application. If the permit fee was paid by the previous owner, a copy of the permit will be mailed to the property manager indicated on the application.
  - i. A rental housing permit shall become null and void upon the permittee’s failure to submit the required rental housing permit fee. The property owner is subject to a citation for non-compliance for the unpaid rental housing fee. There will be no deduction in permit fees for partial annual permits. A late fee charge, of 20% of the base fee, per unpaid unit shall be imposed after the invoice due date and every 30 days thereafter. The rental permit will be considered willfully abandoned after 90 calendar days of non-payment.
  - ii. A rental housing permit will not be issued or renewed until all outstanding reinspection, no-show, and annual permit fees have been paid.
  - iii. The rental housing permit will be generated and mailed to the Property Manager indicated on the application after payment is received. Please review the permit for errors and contact CRCA if changes are required. Rental permits do not need to be displayed but must be made available to an inspector upon request.

## **Zoning Office Information & Application Fees:**

### **STATE COLLEGE BOROUGH**

Zoning Office  
243 S. Allen St.  
State College, PA 16801  
814-234-7193

[www.statecollegepa.us](http://www.statecollegepa.us)

**Application fee of \$25**

**New applications & any change to an existing permit.**

**Payable to the Borough of State College**

Please refer to the municipal website for information regarding short-term rentals and Student Home Licenses.

### **FERGUSON TOWNSHIP**

Zoning Office  
3147 Research Dr.  
State College, PA 16801  
814-238-4651

[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

**(No Application Fee, however, if the unit is short term rental, a Zoning permit may be required - \$25 Zoning Permit Fee.)**

Please refer to the municipal website for information regarding short-term rentals.

### **COLLEGE TOWNSHIP**

Zoning Office  
1481 E College Ave.  
State College, PA 16801  
814-231-3021

[www.collegetownship.govoffice.com](http://www.collegetownship.govoffice.com)

Long Term Rental **Application fee of \$35 per unit**

Short Term Rental **Application fee \$165 per unit**

**New applications (a change of ownership will be treated as a “new” rental/application)**

**Payable to College Township**

**Rental Property Application Checklist Required**

Please refer to the municipal website for information regarding short-term rentals.

### **HARRIS TOWNSHIP**

Zoning Office  
224 E Main St.  
Boalsburg, PA 16827  
814-466-6228

[www.harristownship.org](http://www.harristownship.org)

**Application fee of \$25**

**New applications & any change to an existing permit.**

**Payable to Harris Township**

### **PATTON TOWNSHIP**

Zoning Office  
100 Patton Plaza  
State College, PA 16803  
814-234-0271

[www.twp.patton.pa.us](http://www.twp.patton.pa.us)

**Application fee of \$30 per unit**

**New applications & change of ownership only.**

**Payable to Patton Township**

### **BELLEFONTE BOROUGH**

Zoning Office  
301 N Spring St, Ste 200  
Bellefonte, PA 16823  
814-355-1501

[www.bellefonte.net](http://www.bellefonte.net)

**Zoning permit required, application fee \$50**  
**New applications & any change to existing permit.**

**Payable to Bellefonte Borough**

Please refer to the municipal website for information regarding short-term rentals.

**Centre Region Code Administration (CRCA)**  
**Rental Housing Permit Fees – Annual Renewal**

(Rental Housing Permit Fees are Non-Refundable\_

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**Harris Township:**

\$47.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$42.00 Room (per unit)

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**College Township:**

**\*(Includes \$5.00 ordinance enforcement fee)**

\$52.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$47.00 Room (per unit)

**\*Effective 1/1/2024, College Township rental housing permit renewal fee includes a \$5.00 ordinance enforcement fee per permit.**

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**Ferguson & Patton Townships:**

**(Includes \$3.00 ordinance enforcement fee)**

\$50.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$45.00 Room (per unit)

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**Bellefonte Borough:**

**(Includes \$4.00 Bellefonte Borough administrative fee)**

\$51.00 Single dwelling unit, townhouse, mobile home, apartment or duplex (per unit)  
\$46.00 Lodging house, boarding house, tourist home or room (per unit)

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**State College Borough:**

**(Includes \$22.00 State College Borough ordinance enforcement fee)**

\$69.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$64.00 Room (per unit)  
\$52.00 Fraternity (per room fee). (Includes the CRCA fee of \$42.00 plus the State College Borough ordinance enforcement fee of \$10.00 per room.

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**NEW RENTAL HOUSING PERMITS:** Advanced payment of the rental housing permit fee is required for all NEW rental units prior to the rental housing inspection being scheduled. **This fee is non-refundable.**

**EXISTING RENTAL HOUSING PERMITS (change of ownership or management ONLY):** if the permit fee is due, an invoice will be mailed to the property manager indicated on the application. If the permit fee was paid by the previous owner/property manager, a copy of the permit will be mailed to the property manager indicated on the application.

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