

## **Procedure for Applying for and Retaining a Rental Housing Permit**

1. When applying for a new rental permit or change the information on an existing 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.
2. Rental housing permit applications are available at the municipal zoning office, CRCA office, online at [www.centreregioncode.org](http://www.centreregioncode.org), or the municipal websites. Please see page 3 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.
3. 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.
  - 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 Checklist** – If the property is **located** in College Township, please complete and return the College Township checklist items.
4. Completed rental housing permit applications must be **submitted directly to the municipal zoning office** for review. (see page 3 for municipal contact information)

**Applicable application fees are required with the submission of the application.** 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. **There are no application fees for Ferguson and Harris Townships or Bellefonte Borough.**

- a. **The Borough of State College** 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).
  - b. **Patton Township** requires a \$20 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)
  - 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 \$30 per unit, and Short-Term Rentals are \$130 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.)
5. Once municipal zoning approval is granted, the application will be forwarded to the Centre Region Code Administration. Once the submission 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 \$75.00 no-show fee.
  - a. 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.

- b. 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. Please refer to the enclosed Fire Safety Certificate. 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.
  - c. 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. Please refer to the enclosed Tenant Notification Acknowledgment form. 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.
6. After a final inspection is complete, a rental housing permit invoice will be mailed to the “Billing/Property Manager” indicated on the application. When the bill is received, please review the information and notify the Centre Region Code Administration office 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 4 for the fee information) Rental housing permits expire one year from the date of issuance.
- a) A rental housing permit shall become null and void upon the permittee’s failure to submit the required rental housing 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.
  - b) A rental housing permit will not be issued or renewed until all outstanding reinspection, no-show, and annual permit fees have been paid.
7. A rental housing permit will be generated and mailed to the “Billing/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.
8. The person-in-charge for rental properties will receive the notice of inspections, 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.**

## **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 per unit**

**Payable to the Borough of State College)**

### 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 \$30 per unit)

(Short Term Rental Application fee \$130.00 per unit)

**Payable to College Township)**

### Patton Township

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

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

**(Application fee of \$20 per unit,**

**Payable to Patton Township)**

### 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)**

### Harris Township

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

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

**(No application fee)**

### Bellefonte Borough

Zoning Office  
236 W Lamb St.  
Bellefonte, PA 16823  
814-355-1501

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

**(No application fee)**

**SEE REVERSE SIDE FOR LIST OF  
RENTAL HOUSING PERMIT FEES BY MUNICIPALITY – PAGE 4**

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

(New Rentals - a bill will be mailed at the completion of the rental housing inspection)

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- **College Township:**

\$40.00 Apartment, house, townhouse, duplex or mobile home (per unit)

\$35.00 Room (per unit)

**\*Effective 1/1/2021, College Township requires an annual renewal fee for ALL short term rentals of \$100.00 (per unit). This fee is in addition to the CRCA fee and must be included with the submittal of the application.**

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- **Harris Township:**

\$40.00 Apartment, house, townhouse, duplex or mobile home (per unit)

\$35.00 Room (per unit)

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- **Ferguson & Patton Townships:**

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

\$43.00 Apartment, house, townhouse, duplex or mobile home (per unit)

\$38.00 Room (per unit)

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- **State College Borough:**

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

\$62.00 Apartment, house, townhouse, duplex or mobile home (per unit)

\$57.00 Room (per unit)

\$45.00 Fraternity (per room fee). (Includes the CRCA fee of \$35.00 plus the State College Borough ordinance enforcement fee of \$10.00 per room.)

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- **Bellefonte Borough:**

**(Includes \$2.00 Bellefonte Borough administrative fee)**

\$42.00 Single dwelling unit, townhouse, mobile home, apartment or duplex (per unit)

\$37.00 Lodging house, boarding house, tourist home or room (per unit)