



TOWN OF FRYEBURG, MAINE

OFFICE OF CODE ENFORCEMENT AND PLANNING

16 Lovewell Pond Road
Fryeburg, Maine 04037

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APPLICATION FOR SHORT-TERM RENTAL REGISTRATION

SECTION 1. TYPE OF APPLICATION

<input type="checkbox"/> New STR	<input type="checkbox"/> STR Renewal with Change	<input type="checkbox"/> STR Renewal No Change	Previous Permit # _____
<input type="checkbox"/> Owner Occupied (Primary Residence)		<input type="checkbox"/> Non-Owner Occupied	

SECTION 2. PROPERTY INFORMATION

Street Number: _____	Street Name: _____	Map: _____	Lot: _____
Unit Number (if applicable) _____		Total number of dwelling units on lot: _____	
Type of Dwelling:	<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi Family
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Accessory Apartment	<input type="checkbox"/> In-Law Apartment
			<input type="checkbox"/> Room in Private Home
Number of Bedrooms: _____	Number of Bathrooms: _____	Does unit include a kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sanitary Waste Disposal:	<input type="checkbox"/> Community Sewer	<input type="checkbox"/> Private Septic (Submit HHE 200 Form)	

SECTION 3. OWNER INFORMATION (complete at least one below)

A. Individual Ownership	Owner Name(s):	
Mailing Address:	Telephone Numbers:	Email Address:
B. Corporate Ownership	Corporate Name:	
Mailing Address:	Telephone Numbers:	Email Address:

SECTION 4. AUTHORIZED AGENT (if different than owner)

If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.		
Registered Agent Name:		
Mailing Address:	Telephone Numbers:	Email Address:

SECTION 5. PROPERTY MANAGER (if different than owner)

Property Manager Name:		
Mailing Address:	Telephone Numbers:	Email Address:

SECTION 6. EMERGENCY CONTACT (if different than owner)

Emergency Contact Name:

Mailing Address:

Telephone Numbers:

Email Address:

SECTION 7. DETAILS

Availability: (When during the calendar year will the short term rental be available?)

Advertising: (Where are you likely to advertise this short term rental?)

Occupancy: (How many guests may will be allowed at one time?)

Trash Disposal: (How will you ensure trash/waste is removed in a timely manner; i.e. renters remove, waste hauler is hires, etc. ?)

Parking: (How many off-street parking spaces are available for guests?)

SECTION 8. CHECKLIST & INCLUSIONS

- I have included the \$150 application fee and understand that it is non-refundable.
- I have included a plot plan / site plan that contains all required information.
- I have fully completed the self-inspection checklist below.
- I have included a copy of the HHE-200 form /septic design. (if applicable, and not already on file)
- I have included the emergency contact information.

SECTION 9. SELF INSPECTION CHECKLIST

- I will not exceed the maximum capacity of the rental unit of 2 guests per bedroom plus 2 additional guests.
- I will post a copy of the permit in plain sight, near the entrance of the short-term rental.
- The property is properly identified with the legal street number being visible from the road.
- I have posted an Evacuation Plan in a visible location within the rental unit
- I will comply with all life safety requirements and will confirm after each guests stay is complete that the required smoke/carbon monoxide/fuel gas (if applicable) detectors and required portable A/B/C fire extinguisher have not been tampered with.
- I will ensure that all trash will be properly stored and will be removed a minimum of once per week.
- I will ensure that vehicle access is maintained at all times the property is advertised and sufficient off-street parking is provided.
- I will make renters aware that there are sound level limits that need to be abided by.

