

Short-Term Rental (STR) Checklist:

- ❑ Project Line: Write "___ Bedroom STR Use" on the Zoning Permit Application.
- ❑ Bedrooms & Wastewater: Make sure your number of bedrooms matches your wastewater permit. If you want more bedrooms, contact the DEC for an updated wastewater permit. Zoning permits are based on your wastewater permit or the number of bedrooms on our tax records, (under DEC's "Clean Slate" rule*). You can check with the Zoning Administrator or Assessor's office to find out how many bedrooms are on the lister's card for your parcel. Bedrooms are added to the lister's card when a new zoning permit is issued.
- ❑ Municipal Sewer: If you use municipal sewer, send a letter from the wastewater chief confirming enough capacity for your guests.
- ❑ Site Plan: Draw a simple map showing your property boundaries, buildings, and guest parking.
- ❑ Floor Plan: Submit a sketched or printed floor plan of the rented space. Your fee is 10 cents per square foot (excluding outdoor areas).
- ❑ STR Safety Form: Include the STR Safety Form. According to a new law in 2024, this also must be hung in your rental unit.
- ❑ Filing Fee: Don't forget the Town Clerk's \$18 filing fee (required by state law). You can send in one check for all fees, made out to the Town of Wilmington.
- ❑ Already Renting? If you're already renting, send a photo of your house. All zoning permits issued after the work/use is already started, must send in the \$150 After-the-Fact fee.
- ❑ Please include two contact phone numbers on each Zoning Permit application for STRs, as per request of our Fire and Police Chiefs.
- ❑ "P" Poster: Once your permit is issued, post the "P" poster on your property. All zoning permits are not effective until the 15-day appeal period has been passed without appeal. The Permittee must post (or cause to be posted) this notice ("P" poster) on the day the permit is issued, within view from the public right-of-way most nearly adjacent to the subject property until the time for appeal has passed (24 VSA § 4449).

Short-term renting to more than 8 guests? Contact the regional Fire Marshal for two more necessary state-issued permits in addition to your local Wilmington Zoning Permit.

*The Rules assume 2 people per bedroom for the 1st 3 bedrooms and 1 person for each additional bedroom unless information is otherwise available regarding actual use and configuration from 1/1/2006 to 12/31/2006. ... the term "bedroom" means:

- (1) a room identified as a bedroom on a lister card applicable between January 1, 2006 and December 31, 2006; or
- (2) a room the owner of the building or structure between January 1, 2006 and December 31, 2006 certifies under oath was:
 - (A) occupied as sleeping quarters for a minimum of 90 days between January 1, 2006 and December 31, 2006; and
 - (B) contained one window or door that leads directly to the outside and one door that separates the room from the other living space (contact the Department of Environmental Conservation for further details).

All Owners: Hiring an excavator? Adding a bedroom? Be sure to get a Zoning Permit first.

Please do not send photos of applications. We accept them as a PDF, although printing them and mailing them in is the preferred method, much easier to deal with, and ensures parts and pieces don't go missing. The address to mail them to is Town of Wilmington, Zoning, PO BOX 217, Wilmington, VT 05363.

Please note: the offices at Town Hall do not have a mail receptacle. However, complete applications can be dropped off inside, in the inbox hanging next to the Zoning Department door on the second floor.

The Town Hall offices building is open Monday through Friday from 8:30 to 5:00.