

# **TOWN OF EAST HAVEN**

## **APPLICATION FOR**

## **SHORT-TERM RESIDENTIAL RENTAL PERMIT**

### **(Effective January 1, 2026)**

The Short-Term Residential Rentals Ordinance at Chapter 10 Article VI Sections 10-115 through 10-132 of the Code of Ordinances of the Town of East Haven, Connecticut can be found at [https://library.municode.com/ct/east\\_haven/codes/code\\_of\\_ordinances](https://library.municode.com/ct/east_haven/codes/code_of_ordinances) at Ordinance No. 1206. A copy is also available at the Town Clerk's Office and Planning and Zoning Department. Applicants must review the Ordinance in its entirety prior to submitting this Application for a Short-Term Residential Rental Permit to understand the requirements, restrictions, and general standards contained in the Ordinance; and as part of the Affidavit included within the Application, Applicants are required to attest under oath that they have in fact reviewed Ordinance.

Pursuant to Section 10-119(a) of the Code of Ordinances of the Town of East Haven, a Short-Term Residential Rental Permit (STRR Permit) shall be applied for and obtained prior to offering for rent or operating a Short-Term Residential Rental or Rental Unit (STRR) at a real property located in the Town of East Haven. A STRR is defined as:

Any furnished living space in a dwelling in a residential or mixed-use structure rented by a person(s) for a period of one (1) to thirty (30) consecutive days per Connecticut General Statutes § 12-408h. A short-term residential rental or rental unit may consist of a room(s) or an entire residential dwelling, but it must have separate sleeping rooms established for Renters or Occupants and Renters or Occupants must have at least shared access to one (1) full bathroom and the cooking/kitchen area. The letting of one (1) Sleeping Room in a single-family residential dwelling for a period of one (1) to thirty (30) consecutive days shall not be considered a short-term residential rental or rental unit under this Ordinance per Sec. 10-118. [Please note that the terms Renters or Occupants and Sleeping Room are separately defined.]

The Owner(s) of the real property proposed for Short-Term Residential Rental (Subject Property), who shall be considered the Applicant(s), is/are responsible for accurately providing all of the requested information on this Application. Inspections are required prior to the issuance of a STRR Permit.

**An STRR Permit is only valid for one (1) year from the date of issuance. For renewal of an STRR Permit, application must be submitted at least two (2) months but no more than three (3) months before the expiration date of the current permit.**

**\*\*\*If AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE REJECTED.\*\*\***

## **STRR PERMIT APPLICATION CHECKLIST**

The Permit Application submission requirements include but are not limited to the following:

1.  Complete STRR Permit Application signed by all Owners of the Subject Property.
2.  Copy of most-recently recorded deed for the Subject Property reflecting title vesting in the current Owner(s).
3.  A list of all Owner(s) and all other primary residents of the Subject Property and their contact information, accompanied by appropriate documents to confirm primary residency of the Owner(s).
4.  Contact information for the Owner's(s') Agent who is authorized to act for an Owner(s) and can be called upon should a situation arise in which the Owner(s) need(s) to be contacted, due to an emergency or otherwise, and the Owner(s) is/are not reachable or unresponsive.
5.  A copy of the Certificate of Insurance evidencing liability insurance coverage for operation of the Subject Property as a short-term rental with liability limits of at least one million dollars (\$1,000,000.00) per claim, unless such short-term rental is offered through a hosting platform that offers equal or greater coverage.
6.  Written confirmation from the Town Tax Collector that the Subject Property is current on all tax obligations.
7.  An accurate layout of the parking spaces provided to accommodate all persons using and/or visiting the Subject Property (to be shown on an available survey or Assessor's map).
8.  A list of the names and addresses of the owner(s) of record of all real property abutting or within 100 feet of the Subject Property, as listed on the last-completed grand list of the Town of East Haven.
9.  Copies of the completed and stamped certificate of mailings confirming notification of the submission of the STRR Permit Application to the aforesaid owner(s) of record of all real property abutting or within 100 feet of the Subject Property not fewer than 10 days after the STRR Permit Application is submitted.
10.  Application Fee of \$500.00 for a new STRR Permit or \$250.00 for the renewal of an existing STRR Permit, remitted by check in good and sufficient funds, or money order, made payable to the "Town of East Haven." [An online credit card payment option via PermitLink may be added in the future on the Town's website.]
11.  A signed and sworn Affidavit by each applicant Owner attesting to:
  - a. The truth and accuracy of the information contained in this Application (including all information contained in all documents submitted in support of the Application) and the statements contained in the Affidavit, to the best of the applicant Owner's knowledge and belief;
  - b. The fact that the Subject Property is in compliance with all applicable laws, including but not limited to health and safety rules and regulations, zoning regulations, building and fire safety and codes; and
  - c. The applicant Owner's authorization and agreement that officials of the Town of East Haven and their designees shall have the right to perform both interior and exterior inspections of the property, and any structures thereon, prior to the Town taking action on the Application and when health and safety violations are suspected should the Application be approved.

**APPLICATION FOR**  
**SHORT-TERM RESIDENTIAL RENTAL PERMIT**  
(Effective January 1, 2026)

DATE RECEIVED \_\_\_\_\_

NEW APPLICATION NO. \_\_\_\_\_ Application Fee: \$500

RENEWAL APPLICATION NO. \_\_\_\_\_ Renewal Fee: \$250

Property Address: \_\_\_\_\_

Assessor's Map #: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Does the property have a private well? \_\_\_\_\_

Does the property have a septic system? \_\_\_\_\_

Please identify the type of dwelling unit that is the Owner's(s') primary residence proposed as a Short-Term Residential Rental:

1.  An entire single-family dwelling.
2.  A room, or group of rooms, within a single-family dwelling.
3.  An apartment that is within a multi-family dwelling.
4.  A condominium unit.

Please identify where Owner(s) will reside during the rental period if he/she/they will be present:

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Total number of Bathrooms available to Renters or Occupants: \_\_\_\_\_

Total number of Sleeping Rooms available to Renters or Occupants: \_\_\_\_\_

Signature of Zoning Enforcement Official confirming number of Sleeping Rooms

Signature of Building Official confirming number of Sleeping Rooms

Signature of Health Official/Sanitarian confirming number of Sleeping Rooms (if required)

## List of Owner(s) and Agent

[Please attach a separate sheet for each additional Property Owner, Principal, or Owner's(s') Agent.]

**Property Owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

If principal owner of the Subject Property is an LLC, please submit the name(s) and title(s) of the Principal(s) of the LLC.

**Principal #1:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Principal #2:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's(s') Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICATION AFFIDAVIT**  
**TOWN OF EAST HAVEN**  
**APPLICATION FOR SHORT-TERM RESIDENTIAL RENTAL PERMIT**

1. I am over the age of 18 and believe in the obligations of an oath.
2. I hereby attest to the following:
  - a. I am the/an Owner of the real property known as \_\_\_\_\_ located in East Haven, Connecticut ("Property") and have not transferred my interest in the Property since the recording of the deed submitted in support of the foregoing Application;
  - b. I have reviewed the Short-Term Residential Rentals Ordinance at Chapter 10 Article VI Sections 10-115 through 10-132 of the Code of Ordinances of the Town of East Haven, Connecticut, including but not limited to all requirements, restrictions, and general standards contained therein;
  - c. I occupy, and intend to occupy, the Property as my primary residence during the one (1) year period that the Short-Term Residential Rental Permit is in effect;
  - d. All information I have provided in the foregoing Application, including all information provided in the documents submitted in support of the Application, is true and accurate to the best of my knowledge and belief;
  - e. The Property is in compliance with all applicable laws, including but not limited to health and safety rules and regulations, zoning regulations, building and fire safety codes; and
  - f. I authorize and agree that officials of the Town of East Haven and their designees shall have the right to perform both interior and exterior inspections of the Property, and any structures thereon, prior to the Town taking action on the Application and when health and safety violations are suspected should the Application be approved.

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[Sign Name Above and Print Name Below]

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### For Property Owner Who Is a Natural Person:

State of Connecticut )  
 ) ss. East Haven  
County of New Haven )

Personally appeared, \_\_\_\_\_, before me, on this \_\_\_\_\_  
day of \_\_\_\_\_, 2026, and did swear that he/she executed the forgoing Affidavit as his/  
her free act and deed.

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Notary Public  
My Commission expires:

### For Property Owner Who Is Not a Natural Person:

State of Connecticut )  
 ) ss. East Haven  
County of New Haven )

Personally appeared, \_\_\_\_\_, before me, on this \_\_\_\_\_  
day of \_\_\_\_\_, 2026, and did swear that he/she executed the forgoing Affidavit on  
behalf of and as the free act and deed of \_\_\_\_\_ as its \_\_\_\_\_  
\_\_\_\_\_, and that he/she was duly authorized to execute said Affidavit.

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Notary Public  
My Commission Expires:

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**FOR OFFICIAL USE ONLY:**

Application Reviewed:

\_\_\_\_\_  
Zoning Enforcement Officer Signature

\_\_\_\_\_  
Date

Application Rejected and Notification Sent:

\_\_\_\_\_  
Zoning Enforcement Officer Signature

\_\_\_\_\_  
Date

Inspection Completed:

\_\_\_\_\_  
Zoning Enforcement Officer Signature

\_\_\_\_\_  
Date

Application Approved/Permit Issued and Notification Sent:

\_\_\_\_\_  
Zoning Enforcement Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Expiration Date

Permit Suspended:

\_\_\_\_\_  
Zoning Enforcement Officer Signature

\_\_\_\_\_  
Date

Permit Revoked:

\_\_\_\_\_  
Zoning Enforcement Officer Signature

\_\_\_\_\_  
Date