

CITY OF PHILADELPHIA

DEPARTMENT OF LICENSES AND INSPECTIONS

DEPARTMENT OF PUBLIC HEALTH

Pursuant to its authority under Section 8-407 of Home Rule Charter, the Department of Licenses and Inspections (the “Department”) and the Department of Public Health hereby promulgates the following regulation under Sections 9-3909 (“Limited Lodging Operator License”) and 9-3910 (“Limited Lodging and Hotels Booking Agent License”) of The Philadelphia Code.

Regulation No. 1: LEAD PAINT SAFETY REQUIREMENTS

An application for a Limited Lodging License under § 9-3909 is subject to compliance with the Lead Paint Disclosure and Certification Law, Philadelphia Code § 6-803(3) (“Rental Protections”). No Limited Lodging License shall be issued or renewed pursuant to § 9-3909 unless the operator of the Limited Lodging has provided to the Department of Public Health a copy of such certification.

Regulation No. 2: LIMITED LODGING AND HOTELS BOOKING AGENT APPLICATION

1. An application for a new limited lodging license or the renewal of a limited lodging license pursuant to § 9-3909 shall contain the following information:
 - a) The name, address, and telephone number of the applicant.
 - b) The commercial activity license number of the applicant.
 - c) A non-refundable application fee of twenty dollars (\$20). If the application is approved, the application fee shall be applied towards the license fee required under § 4-A-906 of the Code.

Regulation No. 3: BOOKING AGENT TRANSACTION HISTORY

1. The booking agent shall submit a regular report to the Department of Licenses and Inspections that includes the following information:
 - a) The name of each licensed operator for whom a transaction has been consummated with respect to a property located in Philadelphia during the reporting period.

- b) The license type, license number, and rental license category, if applicable, associated with each booking.
- c) The street address associated with each such booking, including the unit number, if applicable.
- d) The date each property was first listed for rental by a booking agent, if the property was not listed within the 30 days prior.
- e) The date each property was removed from being listed for rental by a booking agent, if the property was removed for at least 30 days.

2. The information shall be reported electronically through an online form available on the Department's website, on a quarterly basis, as follows:

Quarter 1: January 1-March 31, report shall be provided by April 30.

Quarter 2: April 1-June 30, report shall be provided by July 31.

Quarter 3: July 1-September 30, report shall be provided by October 31.

Quarter 4: October 1-December 31, report shall be provided by January 30.