



Town of Dennis  
Health Department

Kristen Keller,  
Health Director

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**Rental Occupancy Certificate Renewals**  
**Due: March 15, 2025**

**January 24, 2025**

Dear Rental Occupancy Certificate Holder(s):

It is time to renew your Rental Occupancy Certificate(s) for 2025. The Town of Dennis has implemented a new online permitting site, OpenGov, to renew your Rental Certificate(s) online or you may renew your certificate(s) using the correct application(s), Long-Term or Short-Term, enclosed.

To apply online, please use the enclosed instructions to sign-up or log into an account and apply for the **Rental Occupancy Certificate** under **Health Department**. Both Short-Term and Long-Term Rental Occupancy Certificates can be renewed with this application. This will feel like applying new this year because of the new system, but this application will act as a renewal of your 2024 Rental Occupancy Certificate.

**You will apply for a Short-Term Rental if your rental identifies with the description below:**

*“A residential dwelling, or any bedroom within a dwelling, rented out using advance reservations, for a fee, for a period of not more than 31 consecutive calendar days, excluding: hotels licensed under M.G.L. Chapter, 140, §6; motels licensed under M.G.L. Chapter 140, §32B; lodging establishments licensed under M.G.L. Chapter 140, §23.”*

As a reminder, at the Special Town Meeting held on February 29, 2024, Article 1: Fee Changes passed by the required vote in favor declared by the Moderator, which implemented a **Short-Term Rental Occupancy Certificate Fee** in the amount of five-hundred dollars (**\$500.00**) for the 2025 Rental Season. The **Long-Term Rental Occupancy Certificate Fee** will remain at one-hundred dollars (**\$100.00**) for the 2025 Rental Season.

The Tenth Edition of the Massachusetts State Building Code 780 CMR also now mandates inspections of **Short-Term Rental Properties** by a Building Inspector. To streamline this process, you will now apply for this Certificate of Inspection (COI) from the Building Department while you are renewing your Rental Certificate. This will include answering one additional question on the Short-Term application, a fee of eighty dollars (**\$80.00**) to the Building Department, which can be paid at the same time as the Rental Occupancy Certificate Fee, and requesting the inspection with the Building Inspector. You should receive an email about scheduling an inspection once your application and fee is received. **Long-Term Rental Properties** will not require a Building Inspection.

**The Building Code states:**

NON-Primarily owner occupied residential facilities utilized as a short term rental (*as defined in 780 CMR Chapter 2*): Use Group as determined in Section 310 of the BBRS Tenth Edition 780 CMR Building Code, require an annual inspection by the Town Building Inspector.

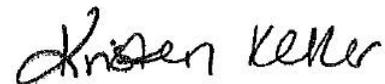
Primarily owner occupied One and Two family dwellings used as a Lodging House for short term rentals (*as defined in 780 CMR Chapter 2*) per 780 CMR Chapter 51 require an inspection every five (5) years.

Guidelines for inspections with a Health Agent, for both Short-Term and Long-Term Rentals, will remain as they are: an initial inspection is required for all new Rental Occupancy Certificate applications, but not for continuous renewals of said Certificate.

If you are no longer in renting, please notify our office **in writing**. **Failure to respond to this notice will lead to the presumption that the property is being rented.**

If you have any further questions or comments about this matter, please contact the Health Department. Our office is open Monday-Friday (excluding holidays), 8:30 a.m. to 4:30 p.m. Our telephone number is: (508) 760-6158; our email is: healthdepartment@town.dennis.ma.us. The Building Department can be reached at: (508) 760-6157.

Respectfully,

A handwritten signature in black ink that reads "Kristen Keller". The signature is written in a cursive style with a large initial 'K'.

Kristen Keller  
Health Director

cc: Enclosures