



Town of Winthrop

Town Clerk Dept. / Board of License
One Metcalf Sq., Room 5, Winthrop, MA 02152

SHORT-TERM RESIDENTIAL RENTALS FAQ

If you are interested in pursuing short-term rentals in your home, please be aware of the Town General and Zoning bylaws regarding Short Term Residential Rentals. Some of these regulations include:

- Off street parking- at least 1 parking place per rental unit, but no more than 4
- Owner-occupied rental- property must be owner-occupied
- Owner Residency- property must be the primary residence of the owner
- Emergency Contact- information must be provided and updated as needed. They must be able to respond within 2 hours of contact, 24/7
- Must not be rented for more than 31 days consecutively
- Registration Certificate- Must be obtained with registration # before rentals may occur.
- Occupancy- a maximum of 2 adults per room is permitted
- No loud noise or music, excessive traffic, or other disturbances shall be allowed
- Commercial Use- the rental unit is not to be used for commercial events, such as weddings, without special permit
- Outdoor Lighting- must adhere to outdoor lighting regulations
- Registration number must be included on any listing offering the Short-Term Rental for rent
- Registrations expire at the end of the year and must be done yearly, submitting by November 1st
- Registrations are non-transferable with sale or transfer of property
- Operator must maintain records of all people that have occupied the rental, and this information must be provided to Board of Health, Health Inspector, or others, on request

Process for applying for use of a Short-Term Residential Rental

1. Contact Inspectional Services to confirm your zone and eligibility.
2. Submit a completed application to the Board of License with annual registration fees and response from the Building Inspector.
3. Apply and pay for a separate Temporary Lodging/Short Term Rental permit, as required by the Winthrop Board of Health.
The Health department will review the application and correspond with the applicant as needed and schedule a Health inspection. The Health Department will provide a sign-off for the Town Clerk to review and sign. The Health Department will issue the permit, and cc the Town Clerk.
4. Apply and pay for a separate Certificate of Inspection through the Building Department
5. Apply for a fire inspection with the Fire Department.
6. Town Clerk will issue registration number and Short-Term Residential Rental Certificate