



Town of Bar Harbor
Planning & Code Enforcement
207-288-3329

How to Register or Renew Your VR-1:

1. Establish Ownership

| Ownership Type | Please Provide |
|--|--|
| <p>Individual (couple or family)</p> <p>Property is owned in the applicant's individual capacity (not a legal entity or a trust).</p> | <p>A deed for the property, or the Code Enforcement Office can verify ownership with the Town of Bar Harbor Assessor's Office.</p> |
| <p>LLC or Trust</p> <p>Property is owned by a limited liability company, corporation, trust, or other similar legal entity.</p> | <p>Documentation that demonstrates the property is owned by the entity, and that the applicant has a present interest in the entity.</p> |
| <p>Irrevocable Trust (estate planning)</p> <p>Property is owned by a trust established by the applicant but does not designate the applicant as a trustee or beneficiary.</p> | <ol style="list-style-type: none">1. A copy of Trust incorporation papers;2. A copy of the deed which transferred the property to the trust; and3. A copy of the instrument establishing the applicant's exclusive lifetime right to use the property as a personal residence. |



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2. Establish Residency

An applicant must establish that the property is their primary residency. A primary residence is the location where the owner resides more than 183 days per year.

| Required | Provide Three (3) * |
|--|---|
| An application signed by all individuals claiming the property as their primary residency. | 1. Valid Maine driver's license. 2. Most recent federal or state income tax return or W-2 (personal financial details may be redacted). |
| An affidavit of primary residency on the form provided, signed by the applicant. | 3. Valid Maine vehicle registration. 4. Maine Revenue Services Sales Tax and Service Provider Certification. 5. Recent electric, sewer, or water utility (within the last 12 months). 6. Statement of government benefits listing your full name and address. 7. Proof of current voter registration. |

***Alternative Documentation:**

- An applicant may submit relevant and comparable documents to the Code Enforcement Officer (CEO), that shows, by a preponderance of the evidence, that the property is the applicant's primary residence.
- Exceptions for family estate planning and caregiving exists, please contact the Code Enforcement Office.



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Please Remember These Rules for Short-Term Rentals (STR):

- ✓ All applications for STR registrations shall be filed with the CEO on forms provided for this purpose.
- ✓ The nonrefundable registration fee must be paid at the time the application is filed.
- ✓ The dwelling unit to be used as an STR must pass the triennial life safety inspection prior to the issuance of a registration. In between inspections cycles, the property owner shall attest, in writing, that the dwelling unit complies with the regulations.
- ✓ No person(s) shall advertise for rent, rent, or operate an STR without a valid registration
- ✓ Property taxes, Town water fees, and/ or Town sewer fees associated with the property to be rented as an STR shall not be in arrears at the time of issuance of a registration.
- ✓ No person(s) shall be housed separately and/or apart from the dwelling unit in any tent, trailer, camper, lean-to, recreational vehicle, accessory structure or other structure of a similar nature.
- ✓ The owner of an STR shall complete and post the emergency information sheet, provided by the CEO, on or about the inside of the front or main door of the dwelling unit
- ✓ The STR registration number issued by the CEO shall be included in all advertising, including but not limited to online platforms.
- ✓ Trash shall be removed on a weekly basis while the property is being rented as an STR.
- ✓ The minimum length of stay is two nights for Vacation rental-1 (VR-1) and four nights for a Vacation rental-2 (VR-2).