

Town Hall Annex
54375 Main Road
P.O. Box 1179
Southold, NY 11971-0959



Telephone (631) 765-1802
Fax (631) 765-9502

**BUILDING DEPARTMENT
TOWN OF SOUTHOLD**

RENTAL PERMIT APPLICATION INSTRUCTIONS

Rental Permit Fee \$200 (*Application must be renewed every two years*)

The items listed below are required to be submitted with the completed application.

- Floor Plans:** Detailed floor plans of each Rental Dwelling Unit, please show location of all smoke & carbon monoxide detectors

- Certificates of Occupancy and Pre-Certificates of Occupancy:** Provide copies of Certificates of Occupancy or Pre-Certificates of Occupancy for each rental dwelling unit

- Certification of Code Compliance (form enclosed):** Applicant has the option of having a rental dwelling unit inspected by the Town of Southold or by an architect, engineer or home inspector of their choosing. If the Applicant elects not to have the rental dwelling unit inspected by the Town, the Applicant must submit a Certification of Code Compliance completed by a NYS licensed architect or NYS licensed engineer or a licensed home inspector who has a valid New York State Uniform Fire Prevention Building Code Certification.

- Rental Permit Fee:** \$200.00

(Please Note: The Building Department does not accept cash. Payment must be in the form of a Check, Credit Card or Money Order.)

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**BUILDING DEPARTMENT
TOWN OF SOUTHOLD**

RENTAL PERMIT APPLICATION

Rental Permit Fee \$200 (*Application must be renewed every two years*)

Section A.

Property Information:

Rental Property Address:

Tax Map Number: 1000 SECTION _____ BLOCK _____ LOT _____

SECTION B.

OWNER INFORMATION:

Property Owner Name: _____

Property Owner Legal Address:
(Cannot be the same as Rental Property Address)

Property Owner Mailing Address:

Telephone Number (s): _____

Property Owner Email Address: _____

Section C.

Authorized Agent Information:

Name of Authorized Agent of dwelling unit, if any: _____

Address of Authorized Agent (no P.O. Boxes): _____

Mailing Address of Authorized Agent: _____

Telephone Number (s): _____

Email Address: _____

Section D.

Managing Agent Information:

Name of Authorized Agent of dwelling unit, if any: _____

Address of Authorized Agent (no P.O. Boxes): _____

Mailing Address of Authorized Agent: _____

Telephone Number (s): _____

Email Address: _____

SECTION E.

SITE MANAGER INFORMATION: (required for rental properties containing 8 or more rental units)

Name of Managing Agent of dwelling unit, if any: _____

Address of Managing Agent (no P.O. Boxes): _____

Mailing Address of Managing Agent: _____

Telephone Number (s): _____

Email Address: _____

**SECTION F.
PROPERTY DESCRIPTION:**

Number of Rental Dwelling Units on property: _____

For each Rental Dwelling Unit set forth the Rental Dwelling Unit identifier (for example, Unit 1, Unit 2, Unit 3 or Apt A, B, C); the use of each room in the Rental Dwelling Unit (for example, Kitchen, Bedroom 1, Bedroom 2, Living Room) and the dimensions of each room.

For properties with multiple Rental Dwelling Units use "Rental Permit Application Addendum."

Rental Dwelling Unit Identifier: _____

Requested Maximum number of persons allowed to occupy Dwelling Unit: _____

Number of rooms in Rental Dwelling Unit: _____

Use and Dimensions of each room in Rental Dwelling Unit: _____

**SECTION G.
INSPECTION:**

Pursuant to the Town Code of the Town of Southold Chapter 207 (Rental Properties), a safety inspection by Code Enforcement Official is required. If the owner chooses not to have said inspection performed by the Town, a certification from a NYS licensed architect, a NYS licensed professional engineer or a home inspector who has a valid New York State Uniform Fire Prevention Building Code Certification is required stating that the property which is the subject of the rental permit application is in compliance with all of the provisions of the code of the Town of Southold, the laws and sanitary and housing regulations of the County of Suffolk and by the laws adopted by the New York State Fire Prevention and Building Code Council.

- I am requesting a fire safety inspection to be performed by a Code Enforcement Official from the Town of Southold.

- I am submitting a completed Town of Southold certification form from a licensed architect, a licensed professional engineer, or a licensed home inspector who has a valid New York State Uniform Fire Prevention Building code Certification.

SECTION H.

DECLARATION: *Signature must be notarized and MUST be the owner of the dwelling unit.*

STATE OF NEW YORK)

COUNTY OF SUFFOLK)

I _____, certify under penalty of perjury, the following:

1. I am the owner of the property identified in "Section A" of this application.
2. The property owner's legal address set forth in "Section B" of this application is my legal address and I understand the Town will use the address for service pursuant to all applicable laws and rules. I further acknowledge that I will notify the Town of Southold Building Department of any changes of address within five (5) days of any changes thereto.
3. I have read and received a copy of Chapter 207 of the Code of the Town of Southold and agreed to abide by the same.
4. I will notify the Town within five (5) business days to any change to the information regarding Authorized Agent, Managing Agent, or Site Manager.

Property Owner's Name: _____

Property Owner's Signature: _____

Sworn to before me this ___ day of _____, 20__

Official Notary Public Signature and Original Notary Stamp

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**BUILDING DEPARTMENT
TOWN OF SOUTHOLD
RENTAL PERMIT APPLICATION ADDENDUM**

Rental Dwelling Unit Identifier: _____

Requested maximum number of persons allowed to occupy each dwelling unit: _____

Number of Rooms in Rental Dwelling Unit: _____

Use and Dimension of each room:

Rental Dwelling Unit Identifier: _____

Requested maximum number of persons allowed to occupy each dwelling unit: _____

Number of Rooms in Rental Dwelling Unit: _____

Use and Dimension of each room:

Rental Dwelling Unit Identifier: _____

Requested maximum number of persons allowed to occupy each dwelling unit: _____

Number of Rooms in Rental Dwelling Unit: _____

Use and Dimension of each room:

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RENTAL PROPERTY CERTIFICATION

Form to be completed by a NYS licensed architect, NYS licensed engineer or licensed home inspector

Separate form is required for each individual Rental Dwelling Unit

Professional seal required for Architect or Engineer, licensed Home Inspector must provide a copy of a valid New York State Uniform Fire Prevention Building Code Certification.

Rental Property SCTM Number: _____

Rental Property Address: _____

Owner/Name: _____

Rental Dwelling Unit Identifier: _____

Number & Square footage of each bedroom as depicted in the attached floor plan:

(i.e. Bedroom #1 – 100 sq., Bedroom #2- 90 sq., etc.)

Property Description (Include all improvements indicated on survey)

I certify that I have done a physical inspection of the subject rental dwelling unit and find that the unit is in compliance with all of the provisions of the code of the Town of Southold, the laws and sanitary and housing regulations of the County of Suffolk and by the laws adopted by the New York State Fire Prevention and Building Code Council.

Print Name and Title

Original Signature

Please place professional seal: