



TOWN OF RIVERHEAD

200 Howell Avenue, Riverhead, NY 11901 631-727-3200 Ext # 612

RENTAL OCCUPANCY PERMIT APPLICATION

GENERAL INFORMATION AND INSTRUCTIONS

The following information **must be submitted** with this application for new rentals and/or currently listed renewals (**the additional information listed below is now required for both**).

- 1. Identification and Tax Bill** - Identification must be a government issued picture ID with home address, such as *driver's license*, passport, etc. The tax bill may be obtained from the Tax Receiver's office.
- 2. All blanks must be completed on application.** Please note on page 3 of application that paragraphs 3, 4 & 5 must be completed in full. If you do not have an authorized agent, managing agent or designated agent for service of process, then the owner is considered those agents and must fill in the appropriate information.
- 3. Deed/Owner's Duplicate Certificate of Title** - A copy of the recorded deed showing the liber and page numbers or a certified copy of the Owner's Duplicate Certificate of Title.
- 4. Floor Plans** - Floor plans drawn to 1/4" = 1' scale of the ENTIRE structure or building, one, two, or three family dwelling, apartment, multi-unit apartment, apartment house, condominium, cooperative, garden apartment or townhouse, occupied or to be occupied by one or more persons as a home or residence. Label all rooms with dimensions. Include measurements (height and width) for all doors, windows and the floor to ceiling heights. Show location of all smoke detectors. For two family and multiple family dwellings, provide separate floor plans for each tenant's unit(s). See sample floor plan annexed hereto. (Attached is graph paper for your use). **Note:** motels, hotels and extended stay residences require a site plan only, not floor plans.
- 5. Survey** - A property survey of the premises drawn to scale not greater than forty (40) feet to one inch, or, if not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, driveways and other physical features of the premises and the number, location and access of existing and proposed on-site vehicle parking facilities.
- 6. Certificate of Occupancy or Letter of Pre-Existing Use (LPEU)** - A Copy of the Certificate of Occupancy or Letter of Pre-Existing Use (LPEU) for the structure or building, one, two, or three family dwelling, apartment, multi-unit apartment, apartment house, condominium, cooperative, garden apartment or townhouse, occupied or to be occupied by one or more persons as a home or residence. A Copy of the Certificate of Occupancy or Letter of Pre-Existing Use (LPEU) may be obtained through a FOIL request to the Building Department. Also include copies of the Certificate of Occupancy or Letter of Pre-Existing Use (LPEU) for any addition, garage, deck, shed, etc.

7. Building permit application - A building permit application is required for any proposed buildings, improvements and alterations, if any or if you need to legalize existing structures and/or improvements.

The following structures or improvements require a building permit. If you do not have a building permit, you will be required to obtain one prior to being issued a rental occupancy permit.

- Awning patio roof
- Cellar entrance
- Decks (18" above grade)
- Dormer
- Dwelling Extensions
- Fences - exceeding four feet in height (depending upon location)
- Finished basement or cellar
- Garage
- Garage conversion
- Gazebo
- Outside second story deck and stairway
- Pools (in ground or above ground)
- Sheds (depending upon size and location)

8. Condominium - In the case of a condominium, a scale drawing or floor plan of the condominium unit, in lieu of a survey or site plan.

FEES:

A nonrefundable permit application fee shall be paid upon filing of this application by check or money order made payable to the **Town of Riverhead**. The fee schedule, which provides for a **two-year permit**, is as follows:

One Unit Dwelling	\$150.00
Two Unit Dwelling	\$200.00
Three Unit Dwelling	\$250.00
Four Unit Dwelling	\$325.00
More than Four Unit Dwellings	\$500.00 plus \$50.00 for each unit in excess of four
Commercial Hotel/Motels	\$500.00 plus \$50.00 for each unit

NOTE: Fees may be waived for any applicant who demonstrates that it is a not-for-profit Housing Development Corporation organized under the laws of the State of New York, and that it is providing housing for senior citizens or other designated special population subject to income guidelines established by either Federal or State regulation.



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RENTAL OCCUPANCY PERMIT APPLICATION PROCEDURE

1. Please mail/bring in your completed application along with all the required paperwork to the Rental Housing Division at Riverhead Town Hall. The application and required documents will be reviewed to make sure everything is complete before scheduling an inspection.
2. An inspection date will be scheduled for a Code Enforcement Official to inspect the proposed rental dwelling unit. All structures on the property must also be inspected - garages, sheds, decks, pool, etc. The inspection is required to determine the condition of the proposed rental dwelling unit and to ensure that such is in compliance with the applicable building code requirements of the Town of Riverhead, County of Suffolk and State of New York. If the owner chooses not to allow a Code Enforcement Official from the Town of Riverhead to inspect the proposed rental dwelling unit a certification from a licensed architect or a licensed professional engineer must be submitted with the application stating that the property which is the subject of the application is in compliance with all of the provisions of the Code of the Town of Riverhead, the laws and sanitary and housing regulations of the County of Suffolk and the laws of the State of New York.
3. The proposed rental dwelling unit must be available for inspection Monday through Thursday from 9:00 a.m. to 12:00 noon. If the Code Enforcement Official cannot gain entry to the premises on the scheduled date, a \$50.00 re-inspection fee will be charged.
4. If the proposed rental dwelling unit fails inspection, all violations must be corrected and another inspection must be scheduled. If you schedule an inspection and previously cited items have not been corrected, you will be charged a \$50.00 re-inspection fee.
5. A rental occupancy permit will be issued when all requirements have been satisfied.



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RENTAL OCCUPANCY PERMIT REQUIREMENTS

Pursuant to the Town Code of the Town of Riverhead, Chapter 86 “Rental Dwelling Units”, a safety inspection by a Code Enforcement Official from the Town of Riverhead is required. If the owner chooses not to have said inspection performed by a Code Enforcement Official from the Town of Riverhead a certification from a licensed architect or a licensed professional engineer 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 Riverhead, the laws and sanitary and housing regulations of the County of Suffolk and the laws of the State of New York.

THE ITEMS SET FORTH BELOW ARE NOT A COMPLETE LIST OF ALL OF THE REQUIREMENTS REQUIRED BY THE CODE OF THE TOWN OF RIVERHEAD, THE LAWS AND SANITARY AND HOUSING REGULATIONS OF THE COUNTY OF SUFFOLK AND THE LAWS OF THE STATE OF NEW YORK BUT SUCH ARE SET FORTH AS A GUIDE IN ORDER TO ASSIST THE APPLICANT AS TO WHAT ITEMS NEED TO BE COMPLIED WITH BEFORE A RENTAL OCCUPANCY PERMIT IS ISSUED.

1. Exterior Property areas shall be clean, safe and sanitary. (Section §302 of the NYS Property Maintenance Code.)
2. Smoke Alarms must be installed, operational and properly placed. Battery-operated **smoke detectors are required in each bedroom.** Battery-operated smoke detectors are required for any hallway leading to a bedroom. One battery-operated smoke detector is required for each level of the building including the basement/cellar and attic. For new construction, all smoke detectors must be electrically hardwired with a battery backup; no battery-operated smoke detectors are permitted. (Section §704 of the NYS Property Maintenance Code.)
3. All plumbing fixtures shall be safe, sanitary and free from leaks, and able to perform the function for which they are designed. (Section §504 of the NYS Property Maintenance Code.)
4. Dwelling unit(s) shall be provided with heat and be capable of maintaining a stable 70 degree temperature from September 15th through May 31st (Chapter §68 Section 26 of the Code of the Town of Riverhead.)
5. All mechanical appliances (Fuel burner, cooking, etc.) shall be maintained in working order. (Section §603 of the NYS Property Maintenance Code.)
6. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. (Section §604 of the NYS Property Maintenance Code.)
 - a. **Extension cords may** not be used in place of permanent wiring.
 - b. Electrical wiring and equipment shall be protected against excessive current by properly rated overcurrent devices.

7. A dwelling unit shall not be over occupied (the maximum number of occupants shall be limited to the number determined on the basis of the floor areas of habitable rooms, other than kitchens) as follows:

- (1) One occupant per room having floor area of at least 80 but less than 120 square feet.
- (2) Two occupants per room having floor area of at least 120 but less than 180 square feet.
- (3) Three occupants per room having floor area of 180 or more square feet.

8. Means of egress. (Section §404 of the NYS Property Maintenance Code.)

- a. A safe continuous and unobstructed path of travel must be provided from any point in the building.
- b. All egress doors shall be readily operable without the need for a key or special instructions.
- c. Required emergency escape openings shall be provided and shall be operational.
- d. Bedrooms shall not constitute the only means of access to other bedrooms and shall not serve as the only means of egress from other habitable space.

9. Outside stoops 18" or greater in height must have railings.

10. Stairwells must have handrails.

11. If the boiler is in a separate room, 3/4 hour fire rated sheetrock is required with a 3/4 hour fire rated, self-closing door. If the boiler is in an open room, 5/8" fire rated sheetrock is required over the boiler only.

12. Driveway must be improved (asphalt, concrete or decorative stone) and in good repair.

13. Only one unregistered motor vehicle on the property provided such is properly screened from view as required by Riverhead Town Code §100-3.

14. Proper storm windows and doors (with screens) must be installed.

15. No basement or cellar bedrooms unless a certificate of occupancy has been issued for such by the Town of Riverhead.

16. Electric outlets must not be exposed, no holes in walls or flooring coming up.

17. Tiles and grouting in bathrooms must be in good repair.

18. Any changes or additions, i.e. awning, dormer, carport, extension, pool, etc. must have a building permit and certificate of occupancy. The owner will be held responsible for obtaining the proper permits and certificates of occupancy.

19. Address numbers. As per Riverhead Town Code §64-59(B) the numerals used to display the street address number of the dwelling unit shall be painted on a plaque or on the front of the dwelling unit or made of metal or other durable material. The numbers shall be at least four inches in height. All street numbers shall be displayed so as to be easily seen from the street by both pedestrians and drivers of vehicles.

20. Occupancy limitations- (One Occupant per 80 sq ft, 50 sq ft for each additional occupant per sleeping room) as per TC§68-10



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1. Property Information:

Rental Property Address: _____

Tax Map #: DISTRICT - 0600 - SECTION- _____ - BLOCK- _____ - LOT- _____

Was the property purchased from the Town of Riverhead, any State or Federal agency, including Housing and Urban Development (HUD), Suffolk County, a School District, a Village or any other governmental agency or municipality? _____ If yes, please indicate which agency: _____

2. Owner Information: *(set forth the name, address and telephone number of all owners of the rental property)*

Property Owner Name: _____

Property Owner's Legal Address (no P.O. Boxes): _____

Property Owner's current domicile: _____, _____
(street address) Hamlet
_____, _____, _____
(Township) (County) (State)

Property Owner's Mailing Address: _____

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

Property Owner Name: _____

Property Owner's Legal Address (no P.O. Boxes): _____

Property Owner's current domicile: _____, _____
(street address) Hamlet
_____, _____, _____
(Township) (County) (State)

Property Owner's Mailing Address: _____

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

Property Owner Name: _____

Property Owner's Legal Address (no P.O. Boxes): _____

Property Owner's current domicile: _____, _____
(street address) Hamlet
_____, _____, _____
(Township) (County) (State)

Property Owner's Mailing Address: _____

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

*** If necessary attach additional pages to supply above information.**

If the rental dwelling unit intended for rental occupancy is owned by a corporation, partnership, limited liability company or other business entity, the name, address and telephone number of each owner, officer, principal, shareholder, partner and/or member of such business entity **MUST be set forth below.**

Name: _____

Legal Address (no P.O. Boxes): _____

Mailing Address: _____

Title or position held with said corporation, partnership, limited liability company or business entity:

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

Name: _____

Legal Address (no P.O. Boxes): _____

Mailing Address: _____

Title or position held with said corporation, partnership, limited liability company or business entity:

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

Name: _____

Legal Address (no P.O. Boxes): _____

Mailing Address: _____

Title or position held with said corporation, partnership, limited liability company or business entity:

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

*** If necessary attach additional pages to supply above information.**

Please **DO NOT** write "Same as above" for # 3, 4 & 5

3. Authorized Agent Information (if no authorized agent owner must fill in name and address below):

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

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

Mailing Address of Managing Agent: _____

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

4. Managing Agent Information (if no managing agent owner must fill in name and address below):

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

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

Mailing Address of Managing Agent: _____

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

5. Designated Agent for Service of Process (if no designated agent for service of process owner must fill in name and address below):

Name: _____

Physical Address (no P.O. Boxes): _____

Mailing Address: _____

Telephone Number Daytime: _____ Evening: _____ Emergency: _____

6. Tenant Information:

Term of Lease: Beginning Date: _____ Ending Date: _____

Description of Structure: Number of Rental Units in Structure: _____

* *Officer to complete:* Number of persons allowed to reside in the Dwelling Unit (based on square footage of sleeping rooms): _____

Number of Rooms: _____ Kitchens: _____ Bedrooms: _____ Bathrooms: _____

LIST ALL TENANTS:

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

TENANT PHONE NUMBER(s): _____, _____, _____
(Day) (Evening) (Cell)

Pursuant to the Town Code of the Town of Riverhead, Chapter 86 “Rental Dwelling Units”, a safety inspection by a Code Enforcement Official from the Town of Riverhead is required. If the owner chooses not to have said inspection performed by a Code Enforcement Official from the Town of Riverhead a certification from a licensed architect or a licensed professional engineer 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 Riverhead, the laws and sanitary and housing regulations of the County of Suffolk and the laws of the State of New York.

- I am requesting a fire safety inspection to be performed by a Code Enforcement Official from the Town of Riverhead.
- I am submitting a certification from a licensed architect or a licensed professional engineer.

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

STATE OF NEW YORK }
 }
COUNTY OF SUFFOLK }

I _____ certify, under penalty of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and the same are true and correct. Any documents, survey and plan(s) submitted with this rental occupancy permit application are true and accurate. I have read/received copies of Chapter 68 “Housing Standards” and Chapter 86 “Rental Dwelling Units” of the Code of the Town of Riverhead and the New York State Property Maintenance Code and agree to abide by same. There are no existing safety or health code violations of the Code of the Town of Riverhead or the New York State Uniform Fire Prevention and Building Code at the property which is the subject of this rental occupancy permit application. I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the property which is the subject of this rental occupancy permit application.

Property Owner’s Name: _____

Owner’s Signature: _____

Sworn to before me this _____ day of _____ 200__

Notary Public



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For office use only: RECEIPT INFORMATION

No. of units at application address _____ Fee _____ Payment method _____

Check No. _____ Date: _____

Employee Signature _____

Fire Protection & Code Enforcement Division Receipt # _____