



TOWN OF BABYLON
DEPARTMENT OF PLANNING & DEVELOPMENT
 200 East Sunrise Highway
 Lindenhurst, NY 11757-2598
 Phone (631) 957-4434

RENTAL PERMIT RENEWAL APPLICATION

Mailing Address:

Rental Property:

PTS Appl. #	SCTM #0100-
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YOUR RENTAL PERMIT EXPIRES ON _____

Please answer the following questions and return this form signed and notarized with the required fee to the Town of Babylon Department of Planning and Development within thirty (30) days for processing. If you are a new owner, you must file a new rental permit application; an application for renewal is not acceptable. If you have any questions, please call (631) 957-4434 or (631) 957-7460. **If a Public Hearing is required, a fee of \$15.00 will be required for each sign.**

A check or money order made payable to the Town of Babylon is required as follows:

- a. Single family dwelling \$200.00
- b. Two family dwelling (owner occupied) \$200.00
- c. Two family dwelling (non-owner occupied) \$250.00
- d. Multiple family dwelling \$200.00 for the first unit in each building plus \$50.00 for each additional unit.
- e. Apartment Building, Multiple Residence, Senior Citizen Multiple Residence, Motel, Hotel, Extended Stay Residence or Bed and Breakfast – call for amount due

Please check Yes or No to the following statements:

- | | | |
|------------|-----------|---|
| <u>Yes</u> | <u>No</u> | |
| _____ | _____ | 1. I have read the attached requirement sheet and have complied with the requirements. |
| _____ | _____ | 2. I reside at the rental premises. |
| _____ | _____ | 3. There have been changes made to the subject premises since the last renewal, which required a building permit. |

Rental Permit Renewal Application (cont.)

I hereby affirm the following to be true:

- There are no existing Town of Babylon Code or New York State Uniform Fire Prevention and Building Code violations at the subject premises.
- There are no existing safety or health violations at the subject premises.
- I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the subject premises.
- The statements checked on this application, together with the documents, survey and plan(s) on file are true and accurate for the subject premises.

Signature – Owner or Agent

Telephone Number

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

Notary Public

In addition to the renewal application, the attached forms must be completed as well.

Local Agent Contact Sheet

The local agent contact sheet must be filled out for **every** application. Should the property owner live outside of Suffolk County the local agent information on this form **must** be filled out.

Rental Board Conditions of Approval Form In addition to the rental application, this form must be signed and notarized.

RENTAL PERMIT REQUIREMENTS

1. 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.
2. Per New York State Building Code, CO detectors must be installed on each sleeping level and in the boiler area.
3. Outside stoops 18" high must have railings.
4. Stairwells must have handrails to code.
5. If the boiler is in a separate room, 3/4" fire rated sheetrock is required with a ¾ 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.
6. Driveway must be improved (asphalt, concrete or decorative stone) and in good repair.
7. No unlicensed motor vehicle(s) on property.
8. No debris or any other material which could be considered debris
9. Proper storm windows and doors (with screens) must be installed.
10. No cellar bedrooms.
11. Electric outlets must not be exposed, no holes in walls or flooring coming up.
12. Tiles and grouting in bathrooms must be in good repair.
13. All dwelling units must have proper heat, hot water, etc.
14. 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.
15. Section 505- Premises Identification: 505.1 Address numbers. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall be Arabic numerals or alphabetic letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7)

FAILURE TO MAINTAIN PROPERTY MAY RESULT IN REVOCATION OF PERMIT

The dwelling or rental units must be available for inspection Monday through Friday from 9:30 a.m. to 3:30 p.m.; if the inspector cannot gain entry to the premises on the scheduled date, a \$50.00 re-inspection fee will be charged.

If your dwelling/rental units fail 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.

A RENTAL PERMIT WILL BE ISSUED WHEN ALL REQUIREMENTS HAVE BEEN SATISFIED



RENTAL PERMIT - LOCAL AGENT CONTACT SHEET

If the owner or authorized agent of a dwelling unit resides or has his principal place of business located outside the County of Suffolk, he is required to designate an agent who resides in the County of Suffolk for general contact purposes and for the service of process of any notices set forth within the Town Code, Section 153, Article 1 or for the service of process of violation of this article. Failure to provide the name and address of a local agent shall be deemed a violation of this article.

PROPERTY INFORMATION

ADDRESS: _____

SCTM #: _____

OWNERS INFORMATION

NAME: _____

ADDRESS: _____

CONTACT NO.: _____

E-MAIL: _____

LOCAL AGENT INFORMATION (When owner lives outside of Suffolk County)

NAME: _____

ADDRESS: _____

CONTACT NO.: _____

E-MAIL: _____

Rental Board - Conditions of Approval – To be agreed to and signed by Property Owner

The following are the Property Owner's Maintenance Obligations:

Exterior:

1. Lawn and landscaping must be kept appropriately trimmed with proper irrigation;
2. Property free of debris;
3. Driveway shall be maintained free of large cracks and holes;
4. Cars parked only on driveway or on street, where permitted. No vehicles parked on grass and no unregistered motor vehicles on property;
5. Maintenance of sidewalks;
6. Sewer/septic system properly maintained;
7. Fencing and house siding shall be properly maintained; free of mold, and repairs made to same as needed. Siding shall be free of chipped paint;
8. Maintenance of stoops, porch and railings;
9. Home shall have working gutters and leaders, which shall be cleaned out seasonally;
10. Basement window wells shall be cleaned out as needed;
11. Broken windows shall be repaired. All windows shall have screens which shall be in good condition;
12. Roof damage shall be repaired in a timely manner. Tarps and other temporary coverings for emergency roof repairs shall not be permitted for more than 30 days;
13. Home shall have a storm door or screen door (no ripped screens);
14. Proper framing around windows;
15. Soffits finished/enclosed.

Interior:

1. Heat and hot water working property; Fire-rated boiler room;
2. Interior walls, stairs and handrails, doors and hardware all in-tact;
3. All plumbing fixtures functioning;
4. All smoke detectors, CO detectors, electrical fixtures functioning;
5. Any and all leaks to be promptly remedied, so as to prevent mold production in the home. Home must be maintained free of any mold.
6. Rodent free/insect free.

The Property Owner agrees to the above stated conditions, understands that the proper maintenance of the premises are his, her, or its on-going obligation, and that the failure to comply with these conditions shall subject the Property Owner to: (1) potential revocation of the rental approval by the Rental Board for reconsideration of their decision; and (2) any and all other remedies available to the Town of Babylon pursuant to State Law and the Town Code of the Town of Babylon.

The person signing this Rental Board Condition of Approval Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The party represents and warrants that the execution and delivery of this Agreement and the performance of such party's obligations have been duly authorized and that the Agreement is a valid and legal agreement binding on the party and enforceable according to its terms.

By: _____
Property Owner

Notary Public