



Inc. Village of Belle Terre, 1 Cliff Road, Belle Terre, New York 11777

RENTAL OCCUPANCY PERMIT
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 a *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** - A copy of the recorded deed showing the liber and page numbers.
- 4) **Floor Plans** – Floor plans drawn to a $\frac{1}{4}'' = 1'$ scale of the ENTIRE structure or building, 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.
- 5) **Survey** – A property survey of the premises drawn to scale and 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 onsite vehicle parking facilities.
- 6) **Certificate of Occupancy or Certificate of Existing Use (CEU)** – A Copy of the Certificate of Occupancy or Certificate of Existing Use (CEU) for the structure occupied or to be occupied by one or more persons as a home or residence. A Copy of the Certificate of Occupancy or Certificate of Existing Use (CEU) may be obtained through a FOIL request to the Building Department. Also included copies of the Certificate of Occupancy or Certificate of Existing Use (CEU) 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 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
- Dormer
- Dwelling extensions
- Fences
- Finished basement or cellar
- Garage
- Garage conversion
- Gazebo
- Outside second story deck and stairway
- Pools
- Sheds

FEES:

A nonrefundable biennial permit application fee shall be paid upon filing of this application by check or money order made payable to the **Village of Belle Terre**. The fee schedule, which provides for a **two-year** permit is **\$200.00 for a One Unit Dwelling**.

The nonrefundable biennial rental permit application fee shall be \$100 if the owner of a rental property qualifies for any of the following real property tax exemptions at his or her primary residence located in the Ville of Belle Terre

- 1) Enhanced Star;
- 2) Veterans exemption; or
- 3) Senior Citizens exemption.

APPLICATION PROCEDURE:

1. Please mail/bring in your completed application along with all the paperwork to the Village Office. 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 our Building Inspector to inspect the proposed rental dwelling unit. All structures on the property must also be inspected – garages, sheds, decks, pools, etc. The inspection is required to determine the condition of the proposed rental dwelling until and to ensure that such is in compliance with the application building code requirements of the Village of Belle Terre, County of Suffolk and State of New York. If the owner chooses not to allow the Building Inspector from the Village of Belle Terre 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 Village of Belle Terre, the laws and sanitary and housing regulations of the County of Suffolk and the State of New York.
3. The proposed rental dwelling unit must be available for inspection. If the Building Inspector cannot gain entry to the premises on the scheduled date and time, a \$75.00 re-inspection fee will be charged.
4. If the proposed rental dwelling unit fails the first inspection, all violations must be corrected and a second inspection must be scheduled accordingly. If the rental unit fails a second time, and previously cited items have not been corrected, you will be charged a \$75.00 re-inspection fee.
5. A rental occupancy permit will be issued when all requirements have been satisfied.

INSPECTION CRITERIA:

THE ITEMS SET FORTH BELOW ARE NOT A COMPLETE LIST OF ALL OF THE REQUIREMENTS REQUIRED BY THE CODE OF THE VILLAGE OF BELLE TERRE, THE LAWS AND SANITARY AND HOUSING REGULATION 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.

EXTERIOR

- 1) Driveway must be free from physical hazards and in good repair.
- 2) Roof Drains, Gutters and Downspouts must be maintained in good repair and free from obstructions.
- 3) Roof Coverings (Shingles) must not exceed two layers.
- 4) Roof Covering must be in good repair, no dry rot or deterioration on shingles.
- 5) Exterior surfaces must be free of chipping, peeling or flaking paint.
- 6) Exterior surfaces of metal must be free of rust.
- 7) Exterior Walls must be free from holes, breaks, cracks or loose and missing siding or shingles.
- 8) Screening must be in good repair and properly fit within the window or doorframe provided.
- 9) Overhang extensions including canopies, porches must be in good repair and properly anchored.
- 10) Handrails and Guards must be present on any stairway with 4 or more stair risers.
- 11) Handrails and Guards must be firmly fastened and free from deterioration.
- 12) Guards required on any deck or porch 30 inches over grade.
- 13) Stairways, Porches and Balconies must be structurally sound with proper anchorage, free from deterioration.
- 14) Window frames must be free from deterioration and in sound condition.
- 15) Doorframes must be free from deterioration and in sound condition.
- 16) Window panes and glass must be free from cracks or holes.
- 17) Property must be free of any unregistered vehicles unless appropriately screened.
- 18) Property areas must be free from all litter.
- 19) Property must be free of any physical hazards.
- 20) Property must be free of any weeds, grass in excess of 4 inches in height.
- 21) Cesspool must be capable of disposing waste without a health hazard of overflow.
- 22) All accessory structures must be structurally sound in good repair and free from deterioration.
- 23) Chimney must be structurally sound and in good repair, no cracks or holes.
- 24) Vents and flues must be properly anchored, installed and in good repair within no cracks or holes.
- 25) Foundation must be free from cracks, holes or deficiencies that cause un-plumb walls or unsafe settlement.
- 26) Proper Storm windows and doors with screens shall in installed and functioning.

INTERIOR:

- 1) ALL interior surfaces must be clean and sanitary.
- 2) ALL interior surfaces must be free from peeling paint, corrosion, rust cracks and holes.
- 3) LIVING ROOMS, DINING ROOMS, KITCHENS, BASEMENTS, PORCHES AND LAUNDRY ROOMS **shall not be utilized as bedrooms.** (The Building Inspector will determine the maximum occupancy of your dwelling unit based on the floor plan submitted and a calculation of

square footage of bedrooms and habitable spaces, pursuant to the New York State Property Maintenance Code).

- 4) Exit doors must be free and clear of all obstructions.
- 5) Extension cords are prohibited for use as permanent wiring. (Surge protector strips are ok if supplying electronic devices only)
- 6) ALL Windows, which are designed to OPEN, must “freely open” (without force) and be capable of staying in place at any given point.
- 7) ALL Door hardware must be present and operational including self-closing pistons on storm doors.
- 8) Adequate water pressure must be provided to all sinks, showers, and bathtubs.
- 9) Hot and Cold water must be functional at all fixtures.
- 10) Bathroom(s) must have either; one open able window or a functional mechanical vent or both.
- 11) ALL Walking surfaces must be in good repair, no defects
- 12) Bathroom Floors must be non-absorbent to water and moisture.
- 13) Bathtub and/or Shower stalls must be free from leaks, cracks or holes.
- 14) Bathrooms must contain one functional receptacle.
- 15) All Light Fixtures must be appropriately covered and functional at time of inspection.
- 16) Artificial Lighting is necessary in all stairways, exit doors and basements.
- 17) Hallways, Porches and Balconies must be free from obstructions.
- 18) Railings and Guards must be present on all interior stairways and structurally sound.
- 19) Toilet(s) must flush properly, free from leaks and drain without nuisances.
- 20) BEDROOMS MUST NOT BE OVER-OCCUPIED (The Code Official will determine the maximum occupancy of your dwelling unit base on the floor plan submitted and a calculation of square footage of bedrooms and habitable spaces, pursuant to New York State Property Maintenance Code).**
- 21) 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. Battery-operated smoke detectors are required in any stairway (one hallway smoke detector will suffice if said hallway is adjoined to such stairway). 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)
- 22) Smoke detectors must be properly mounted and positioned in accordance with the manufacturer’s instructions. (At least 12-inches from wall if mounted on ceiling, and exactly 12 inches down from ceiling if mounted on wall).
- 23) Multi-plug adaptors are prohibited (two-way and three-way electrical extenders) (see#5 on surge protectors)
- 24) Doors to sleeping rooms must not contain hasp locks, or keyed entries.
- 25) Windows must not be blocked with furniture or other obstructions.
- 26) Furnaces, Boilers and Water Heating Equipment must be serviced and cleaned annually by a qualified service technician. (A copy of such service inspection shall be posted in a conspicuous place and dated accordingly)
- 27) Combustible storage is prohibited within 36-inches of any Furnace, Water heater or Boiler.
- 28) Basements and Cellars shall not have excessive storage (clear path of travel must be maintained to all heat producing mechanical equipment and electric panel)
- 29) Dwelling unit(s) shall be provided with heat and be capable of maintaining a stable 70-degree temperature from September 15 through May 31.