

VILLAGE OF PHILMONT
SHORT-TERM RENTAL PERMIT & REGISTRATION APPLICATION
INCORPORATED VILLAGE OF PHILMONT
124 MAIN STREET
PO BOX 822
PHILMONT, NEW YORK 12565
PHONE (518-672-7032)
Ceol@philmont.org

1. APPLICANT / PROPERTY OWNER INFORMATION

Property Owner Name(s): _____

Mailing Address: _____

City/State/ZIP: _____

Phone: _____ Email: _____

Is the property owned by an individual, individuals, or sole proprietorship? ☐ Yes ☐ No

Number of owners: _____

2. SHORT-TERM RENTAL PROPERTY INFORMATION

Property Address: _____

Tax Map / Parcel ID: _____

Zoning District: _____

Type of Property: ☐ Single-family ☐ Two-family ☐ Other: _____

Short-Term Rental Unit: ☐ Entire dwelling ☐ Portion of dwelling

Number of STR units on parcel: _____

Requested permit term: From _____ To _____

Columbia County lodging-tax registration number: _____

STR listing platform(s): ☐ Airbnb ☐ VRBO ☐ Direct booking ☐ Other: _____

Is STR owner occupied for any portion of the year: __YES __NO

3. OCCUPANCY / BEDROOM INFORMATION

Number of rented bedrooms: _____ (Maximum requested under law: 4)

Maximum overnight occupants: _____ (Maximum requested under law: 8, excluding infants under 3)

Number of occupants per bedroom: _____

Attach a floor plan showing each bedroom and the occupancy of each room.

Attach documentation showing the approved number of bedrooms (C/O or other documentation permitted by the local law).

4. LOCAL CONTACT / EMERGENCY CONTACT

Owner is the initial contact for Village complaints and emergencies: ☐ Yes ☐ No

Short-Term Rental Local Contact Person: _____

Relationship to owner: _____

Address: _____

Phone (24-hour): _____ Email: _____

Distance from STR property: _____ miles (Must reside within 20 miles under proposed law.)

☐ Local Contact Agreement attached and signed.

5. PARKING PLAN

Number of on-site parking spaces available for STR guests: _____

Parking location / description: _____

☐ Parking sketch attached.

Applicant acknowledges that STR guest parking must occur on the parcel and that guest/visitor parking on roads is not allowed under the proposed regulation.

6. INSURANCE / BUSINESS DOCUMENTATION

Property insurance carrier: _____

Policy number: _____ Expiration: _____

☐ Proof of property insurance attached.

Liability insurance carrier: _____

Policy number: _____ Expiration: _____

General liability coverage: \$ _____ (Minimum proposed: \$1,000,000)

☐ Certificate of liability insurance attached showing the premises are rated as a Short-Term Rental.

7. SAFETY / CODE COMPLIANCE CHECKLIST

☐ Property has a valid Certificate of Occupancy/Completion as applicable.

☐ Smoke alarms installed as required by NYS Uniform Code.

☐ Carbon monoxide alarms installed as required by NYS Uniform Code.

☐ Stairs have handrails meeting NYS Building Code requirements.

☐ Emergency lights / flashlights provided.

☐ Evacuation plan with marked exits provided.

☐ Emergency numbers and 911 instructions provided.

☐ County 911/EMS address information confirmed.

☐ County 911 emergency address marker is visible from the road.

☐ Garbage is stored in secure containers.

☐ Noise requirements will be observed.

☐ All other applicable NYS Uniform Code, Fire Code, Property Maintenance Code, and Village requirements will be maintained.

8. REQUIRED SUPPORTING DOCUMENTS

☐ Floor plan(s), including each bedroom and room occupancy.

☐ Bedroom / Certificate of Occupancy documentation.

☐ Parking plan/sketch.

☐ Good Neighbor Statement.

☐ Columbia County lodging-tax registration documentation.

☐ Proof of property insurance.

☐ Local Contact Agreement, if applicable.

☐ Emergency / evacuation plan.

☐ Any additional documents requested by the Code Enforcement Officer.

9. OWNER CERTIFICATION

I/We certify that the information provided in this application is true and complete to the best of my/our knowledge. I/We understand that submission of this application does not authorize

operation of a short-term rental. I/We understand that the property must be inspected and a Short-Term Rental Permit issued before operation where required by the applicable Village law. I/We agree to maintain current owner and local-contact information with the Village and to comply with all applicable Village laws, zoning requirements, the NYS Uniform Fire Prevention and Building Code, Fire Code, Property Maintenance Code, and other applicable requirements.

Owner Signature: _____ Date: _____

Printed Name: _____

Additional Owner Signature: _____ Date: _____

Printed Name: _____

FOR VILLAGE USE ONLY

Application received: _____ Received by: _____

Application fee: \$250.00 ☐ Paid ☐ Due ☐ Waived/Other: _____

Inspection date: _____ Inspector: _____

Inspection result: ☐ Approved ☐ Approved with conditions ☐ Denied ☐ Corrections required
Corrections / conditions: _____

Permit No.: _____ Issue Date: _____

Expiration Date: _____

Code Enforcement Officer Signature: _____ Date: _____

Notes: _____