



Village of Sag Harbor

Owner Occupied

Rental Permit Application

Instructions

This is a double-sided form, please complete both sides. All questions must be answered.

If you do not have a below grade bedroom a swimming pool or a hot tub write

Please include a copy of the Property Deed and a recent Village Tax Bill.

This form must be signed and notarized by whomever conducts the inspection, either the homeowner or a licensed NY Architect, Engineer or Home inspector.

Duration and Fee

This permit is valid for two years from the date of issue.

Standard fee: \$ 250

Reduced fee: \$ 150 - Veterans, Seniors (65+), STAR, SHVFD and SHVAC

Owner Information (If there is more than one owner please attach a continuation sheet)

Name _____

Address _____

Email _____

Primary Phone _____ Cell Phone _____

Inspector Information (If different from owner. The Inspector must be a licensed NY Architect, Engineer or Home Inspector)

Name _____ Company Name _____

Address _____

Email _____

Primary Phone _____ Cell Phone _____

Rental Property Information

Address _____

SCTM Number District Section Block Lot

Number of rooms available to be rented (Maximum of 3): _____

Emergency Contact Information (Emergency contact must be a person).

Name _____

Address _____

Email _____

Primary Phone _____ Cell Phone _____

N A



Village of Sag Harbor Rental Permit Checklist



Smoke detectors in every bedroom and a smoke detector in the common area (hallway, living room, etc.) on each floor. According to NY State code.



Carbon Monoxide detectors required on each habitable floor within 15 feet of bedrooms (large houses may need more than one per floor). According to NY State Code.



G.F.I. outlets are required around water sources. (i.e. kitchen sink, bathrooms, laundry rooms)



No open electrical outlets, exposed wiring, spliced visible wires, open junction boxes, exposed bus bars, etc, that pose an electrical shock and/or fire hazard.



The electrical panel cannot be obstructed or covered and the breakers must be labeled. No missing fuses/breakers are allowed within the electrical panel.



The pressure relief valve for the hot water heater / boiler must be no more than six inches from the floor - piping must be pointed downward in case of release.



Bedrooms below grade (i.e. basement) must have an egress window or door along with a code compliant escape well. According to NY State Code.



Egresses (windows, doors, etc.) must be free of any obstructions.



Any doors on the residence leading directly to the swimming pool must have an audible alarm.



Pool gates must be self closing and self latching with the gate opening away from the pool.



Pool enclosures must be four feet (48 inches) tall with a gap of less than two inches between the enclosure and the ground. According to NY State Code.



A hot tub must be located inside a pool enclosure or be equipped with compliant safety cover. According to NY State Code.



All structures on the property requiring certificates of occupancy or certificates of compliance have the necessary approvals.

Signed by Applicant _____

Signed by Inspector _____

Notary Public Stamp

Sworn to me this _____ day of _____ 20____

Notary Public _____ County

VOSH Building Department Approval