



Village of Sag Harbor 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 ☐ N ☐ A

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

A valid lease must be on file at the building department for all rental periods.

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

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

Name _____

Address _____

Email _____

Primary Phone _____ Cell Phone _____



Village of Sag Harbor Rental Permit Checklist

N A



- ☐ 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