



City of Glens Falls
Building and Codes Department

230 Dix Ave., 2nd Floor
Glens Falls, New York 12801
Phone (518) 761-3848

SHORT TERM RENTAL REGISTRATION FORM

Chapter 220 – Article 40: Short Term Rentals Registration Permits

STR Property Address: _____

Number of STR units: _____ **Property Zone:** _____

Check the Appropriate Box:

Hosted Short-Term Rental: ☐

Unhosted Short-Term Rental: ☐

Note: Properties in which the owner or long-term resident is not present on the premises during the rental period is an unhosted **short-term rental**.

The location of Short Term Rentals (**STRs**) is regulated in Articles III, IV & V of the Glens Falls Zoning Code and may require approval of the City Planning Board. Please contact the Building and Codes Department at 518-761-3848 for additional information on these requirements.

Property Owner Name: _____

Address: _____

Phone #: _____

Email Address: _____

Provide the name and contact information of the owner or local manager in charge of the property. The local manager in charge must live within a 50-mile radius of the STR unit and be able to supervise and maintain the property and respond to nuisance complaints. The Building and Codes Department will keep the local manager's contact information on file and will contact them first in case of an emergency.

Primary Manager: _____

Address: _____

Phone #: _____

Email Address: _____

APPLICANT CHECKLIST

Property owners must obtain a STR permit. **All permits must be renewed annually, with renewals due by June 1st of each calendar year.** The following items must be included with each application:

1. ___ Proof of occupancy tax registration with the Warren County Treasurer office.
2. ___ Proof of ownership and/or written approval from owner or condominium homeowner association.
3. ___ Proof of insurance for at least the value of the dwelling plus a minimum of \$300,000 coverage for property and bodily injury.
4. ___ Copies of all posted information as outlined in the Terms of Use.
5. ___ Site Plan Review application and all applicable materials if required by zone.
6. ___ Registration and inspection fees:

\$150.00 Hosted Short Term Rental \$300.00 Unhosted Short Term Rental
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Terms of Use:

All STRs must have the following information posted within the unit.

- Emergency evacuation diagram identifying all means of egress.
- **911** emergency contact information for Glens Falls Police, Fire and EMS
- Description of locations approved for vehicle parking.
- Contact information for STR operator and/or local contact
- The STR Permit issued by the City
- Procedures for trash disposal
- Occupancy limits and any other use restrictions

STRs shall be equipped with a fire extinguisher (Minimum size 2A-5B-C)

The number of occupants of a STR shall not exceed the amount indicated on the permit.

Short-term rental operators shall remain compliant with state laws and regulations regarding fees, taxes, registration and insurance. Failure to comply with all requirements for STRs may result in a fine or revocation of the STR permit.

Under the penalty of perjury, I hereby declare that:

- 1) The dwelling unit(s) or bedroom(s) offered for short-term rentals complies with all state and local requirements for health and safety and the applicable requirements of the New York State Fire Code and Property Maintenance Code.
- 2) I have examined this registration form and the information contained within, and to the best of my knowledge and belief the same are true, correct and complete.
- 3) I hereby authorize the City of Glens Falls and its employees' access to the property for the purpose of inspection with authorization for such access.

Signature

Print name

Date