



INCORPORATED VILLAGE OF NORTH HAVEN
Building & Zoning Department
335 Ferry Road, Sag Harbor, New York 11963
PHONE: (631) 725-1378 FAX: (631) 725-1120

RENTAL PERMIT APPLICATION INSTRUCTIONS

The items listed below are required to be submitted with the completed application.

- Floor Plans:** Floor plans drawn to ¼" – 1' scale of the ENTIRE subject structure or building, depicting location and size of each conventional bedroom.
- Proof of Ownership:** Copy of most recent deed must be included with all applications.
- Certificates of Occupancy and Compliance:** Certificates of Occupancy and Compliance for all structures on the property.
- Engineer or Architect Certification of Code Compliance (form enclosed):** Must be submitted by a licensed architect or licensed engineer if an inspection by the Village of North Haven Building Inspector is declined.
- Designation of Service of Process (form enclosed):** Authorizes notice of violation or summons to be delivered to an authorized agent. If Village Clerk is chosen the notice will then be sent to the applicant (homeowner).
- Refuse Removal Contract or Homeowner Affidavit (form enclosed)**

Fees: All fees are non-refundable.

- New/Renewal Rental Application Standard Fee with inspection by Building Inspector: \$400
- New/Renewal Rental Application Standard Fee with Certification by Licensed Architect or Engineer: \$250
- Property in Violation of Chapter 163 (Rental Properties) fee: \$600

Rental permits are valid for two (2) years from the date of issuance. If there is a change in tenancy, owner(s) must notify the Village of North Haven in writing, prior to the commencement of a new lease.



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KEY HIGHLIGHTS OF THE RENTAL CODE

Permits are required for all rentals – monthly, summer or year-round. The permit will be good for two years from the date of issuance.

In order to collect rent, there must be a valid rental permit for the rental property and a written receipt must be tendered for any rent payment offered in cash.

No rental property shall be rented more than once in a two-week period. Change of Tenant Form must be submitted for each turnover in tenants.

No bedrooms shall be permitted in the basement of a rental property.

The selling of shares to tenants where they obtain rights for use and/or occupancy in a dwelling for less than a month shall be prohibited.

The owner(s) and tenant(s) shall ensure that all applicable parking regulations provided for in the Code of the Village of North Haven are satisfied. Notwithstanding anything to the contrary, no more than four cars shall be parked at any rental property between the hours of 1:00 a.m. and 6:00 a.m. during the term of a rental period.

A rental property shall only be occupied or otherwise utilized in accordance with the certificate of occupancy issued for the dwelling unit.

The owner(s) and tenant(s) shall ensure that all property maintenance regulations provided for in § 55–22 of the Code of the Village of North Haven are satisfied.

All gatherings, assemblies, or special events on a rental property shall comply with the regulations provided for in Chapter 47, Assemblies, Mass, of the Code of the Village of North Haven.

Village Code can be viewed online: www.northhavenny.us



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RENTAL PERMIT APPLICATION
(Applications must be renewed every two (2) years)

Property Information:

Rental Property Address: _____

Tax Map Number: 0901- SECTION _____ - BLOCK _____ - LOT _____

Owner Information:

Property Owner Name: _____ Date of Birth: _____

Property Owner Mailing Address:

Telephone Number(s): Home: _____ Cell: _____ Emergency: _____

Property Owner Email Address: _____

- ❖ **If the rental dwelling unit intended for rental occupancy is owned by a corporation, partnership, limited liability company or other business entity, the name, address, telephone number of each owner, office, principal, shareholder, partner, and/or member of such business entity MUST be set forth below:**

Name: _____

Legal Address (No P.O. Boxes): _____

Mailing Address: _____

Title or position held with said corporation, partnership, limited liability company or business entity:

Telephone Number(s): Home: _____ Cell: _____ Emergency: _____

If necessary, attach additional pages to supply above information.



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RENTAL PERMIT APPLICATION

Managing Agent Information (if applicable):

Name of Managing Agent of dwelling unit, if any: _____

Address of Managing Agent (no P.O. Boxes): _____

Mailing Address of Managing Agent: _____

Telephone Number: Daytime: _____ Evening: _____ Emergency: _____

Tenant Information:

Term of Lease: Beginning Date: _____ Ending Date: _____

Primary Tenant Cell Phone: _____ Alternate Phone: _____

Primary Tenant Email: _____

LIST OF ALL TENANTS (Include all adults & children occupying the dwelling, even if not listed on the Lease):

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

Name: _____ Age: _____ License Plate No. _____

If necessary, attach pages to supply above information.

Pursuant to the Code of the Village of North Haven, Chapter 163-81, a safety inspection by the Village Inspector, his designee, or a Code Enforcement Officer is required. If the owner chooses not to have said inspection performed by one of the aforementioned officials, a certification from a licensed architect or a licensed professional engineer is required stating that the property which is subject of the rental permit application is in compliance with all of the provisions of the Code of the Village of North Haven, the laws and sanitary and housing regulations of the County of Suffolk and by the laws adopted by the New York State Fire Prevention and Building Code Council.

- I am requesting a safety inspection to be performed by the Village Building Inspector, his designee, or Code Enforcement Officer.

- I am submitting a completed Village of North Haven certification form from a licensed architect or a licensed professional engineer.

DECLARATION: Signature must be notarized and MUST be by the owner of the dwelling unit.

STATE OF NEW YORK)
)
 COUNTY OF SUFFOLK}

I _____ certify, under penalty of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and the same are true and accurate. I have read copies of Chapter 163, Sections 77-95 of the Code of the Village of North Haven and the New York State Property Maintenance Code and agree to abide by the same. To the best of my knowledge there is no existing safety or health code violation of the Code of the Village of North Haven or the New York State Uniform Fire Prevention and Building Code at the property which is subject of this rental permit application. I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the property which is the subject of this rental permit application. I further state that I have provided all tenants over the age of eighteen (18) with the rules and regulations stated in Chapter 163, Sections 77-95 of the Code of the Village of North Haven.

Property Owner's Name: _____

Owner's Original Signature: _____

Sworn to before me this ____ day of _____ 20__

 Original Notary Public Signature and Original Notary Stamp

DECLARATION: Signature must be notarized and MUST be by the Managing Agent of the dwelling unit.

STATE OF NEW YORK)
)
COUNTY OF SUFFOLK}

I _____ certify, under penalty of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and the same are true and accurate. I have read copies of Chapter 163, Sections 77-95 of the Code of the Village of North Haven and the New York State Property Maintenance Code and agree to abide by the same. To the best of my knowledge there is no existing safety or health code violation of the Code of the Village of North Haven or the New York State Uniform Fire Prevention and Building Code at the property which is subject of this rental permit application. I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the property which is the subject of this rental permit application.

Managing Agent's Name: _____

Managing Agent's Original Signature: _____

Sworn to before me this _____ day of _____ 20____

Original Notary Public Signature and Original Notary Stamp



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RENTAL PERMIT APPLICATION

Rental Property Certification

*Form is to be completed by a licensed architect or engineer
(in lieu of the Village Building Inspector conducting an inspection)*

Professional seal required.

Rental Property SCTM Number: _____

Rental Property Address: _____

Owner/Name: _____

Number & Square Footage of each bedroom as depicted in the attached floor plan:
(i.e. Bedroom #1 – 100 sq. ft., Bedroom #2 – 90 sq. ft., etc.)

Property Description (Include all accessory structures on property):

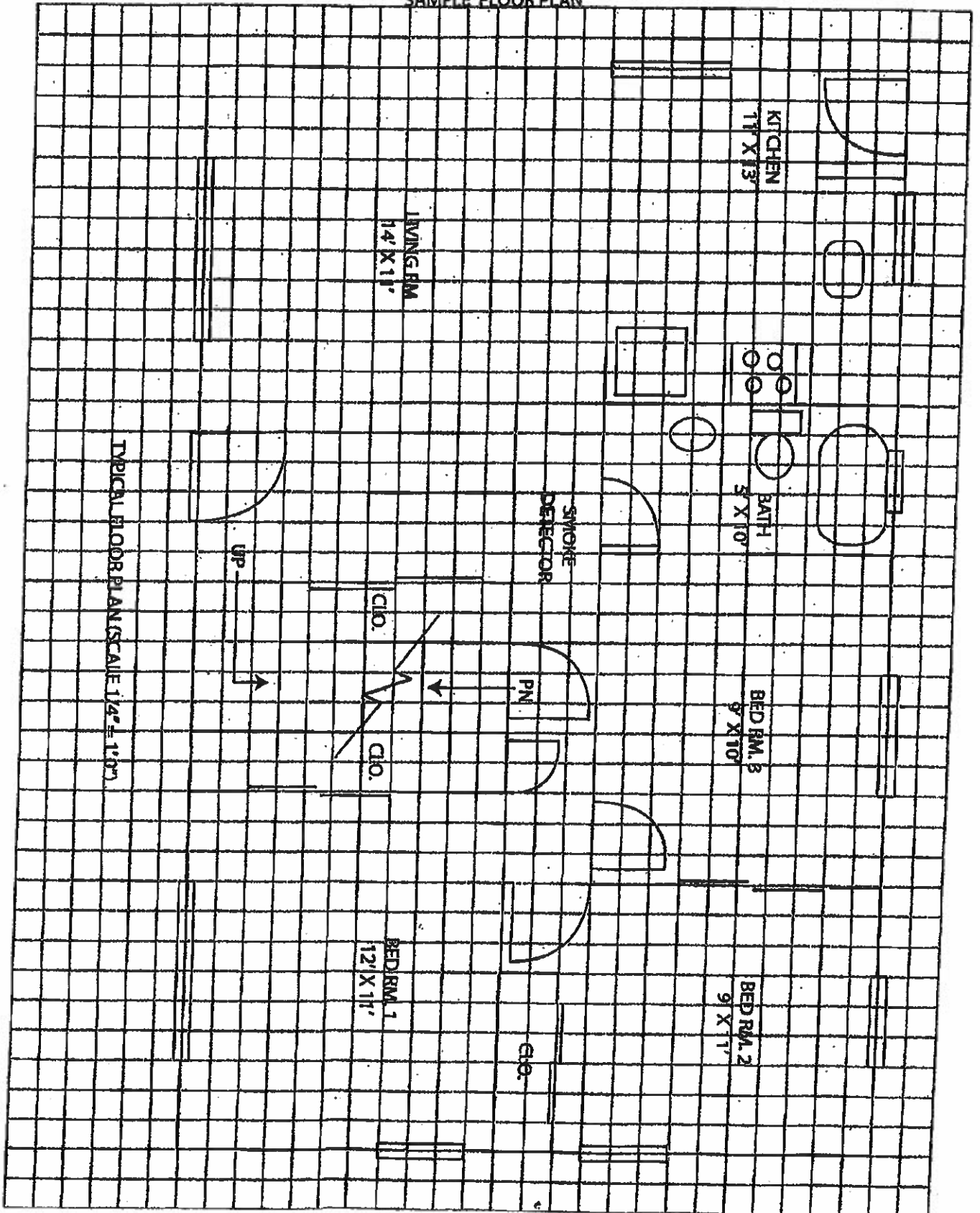
I certify that I have done a physical inspection of the subject rental property and find that this property fully complies with all of the provisions of the Code of the Village of North Haven, the Residential Code of New York State, the Building Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, and the Energy Conservation Construction Code of New York State.

Print Name and Title

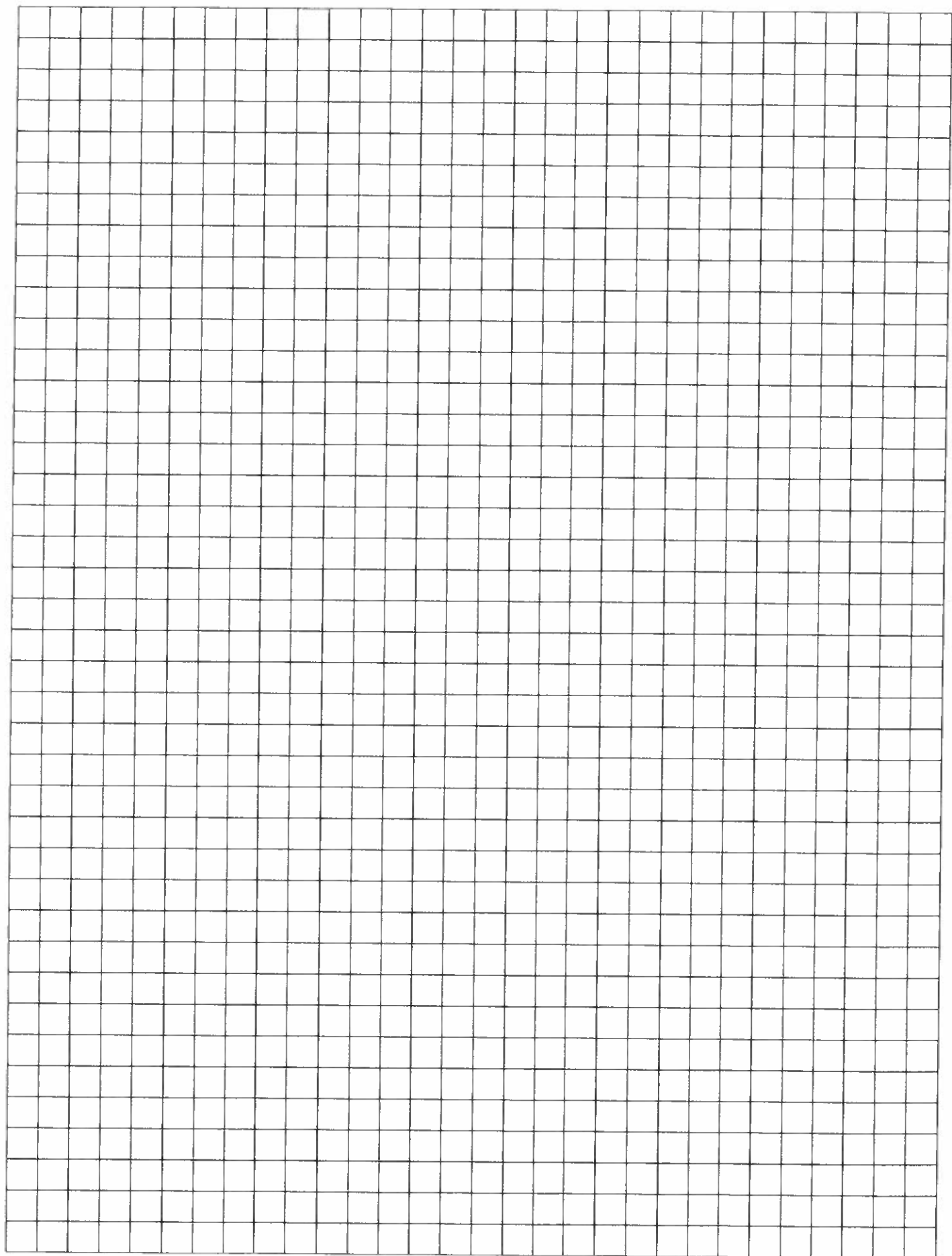
Original Signature

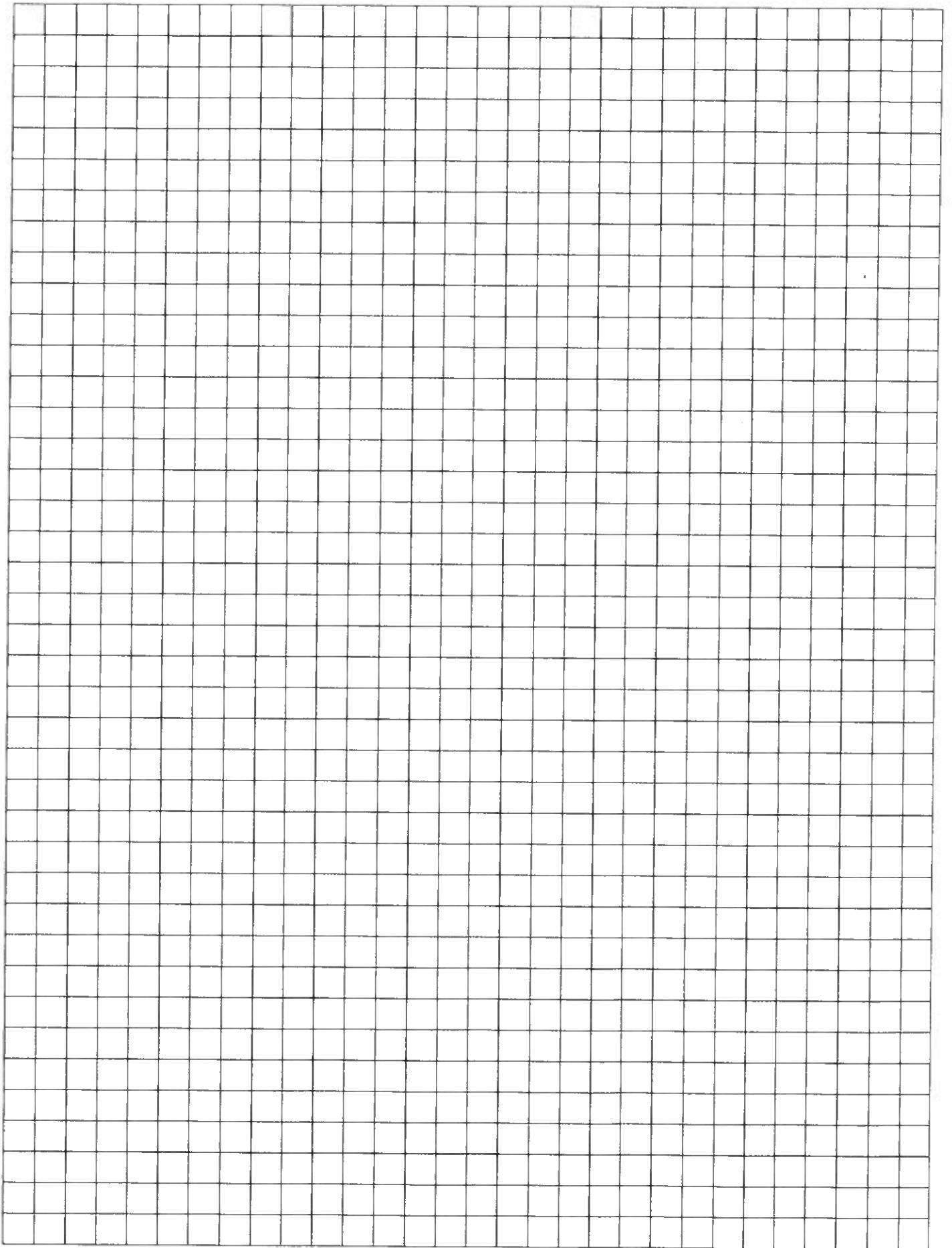
Please place professional seal:

SAMPLE FLOOR PLAN



TYPICAL FLOOR PLAN (SCALE 1/4" = 1'-0")







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RENTAL PERMIT APPLICATION
Refuse Removal Affidavit

1. A copy of a contract with a carter providing for weekly pickup, at a minimum, of refuse and proof by letter from the carter indicating that full payment for the **ENTIRE** term of the rental has been made

OR

2. An affidavit from the owner acknowledging for refuse removal in a timely efficient manner (by signing this form before a notary this becomes an Affidavit)

I, _____, being duly sworn, depose and say: I am the owner of the said

Premises at: _____, SCTM# 901 - _____ - _____ - _____.

I make this affidavit pursuant to Chapter 163-81.

Owners Original Signature

Date

Sworn to before this _____ day of _____, 20____

Original Notary Public Signature and Original Notary Stamp

Designation for Service of Process

I _____, hereby designate _____, residing at _____, North Haven, NY (the applicant for a rental permit may designate the Village Clerk) as agent for service of process pursuant to CPLR Section 318. Every owner shall insure that the address for delivery of such process is current and shall advise the Village Clerk whenever the address is changed. The designated agent, upon receipt of service of process under this designation shall forthwith transmit by regular and certified mail to the owner(s) of the rental property at the address included on the owner(s) application.

Dated: _____

(Signature)

(Witness)

(Printed Name)



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CHANGE OF TENANTS FORM

Property Owner: _____ **Phone:** _____ **Rental Permit Number:** _____

Rental Property Address: _____

Tax Map Number: _____

Tenant Information:

Term of Lease: Beginning Date: _____ **Ending Date:** _____

Primary Tenant Cell Phone: _____ **Alternate Phone:** _____

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Name: _____ **Age:** _____ **License Plate No.** _____

Name: _____ **Age:** _____ **License Plate No.** _____

If necessary, attach pages to supply above information.

DECLARATION: Signature must be notarized and MUST be by the owner of the dwelling unit.

STATE OF NEW YORK}

COUNTY OF SUFFOLK}

I _____ certify, under penalty of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and the same are true and accurate. I have read copies of Chapter 163, Sections 77-95 of the Code of the Village of North Haven and the New York State Property Maintenance Code and agree to abide by the same. To the best of my knowledge there is no existing safety or health code violation of the Code of the Village of North Haven or the New York State Uniform Fire Prevention and Building Code at the property which is subject of this rental permit application. I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the property which is the subject of this rental permit application. I further state that I have provided all tenants over the age of eighteen (18) with the rules and regulations stated in Chapter 163, Sections 77-95 of the Code of the Village of North Haven.

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Owner's Original Signature: _____

Sworn to before me this _____ day of _____ 20____

Original Notary Public Signature and Original Notary Stamp