

Department of Public Safety
Division of Rental Permits
Town Hall • 100 Main Street
Huntington, NY 11743-6991



Phone: (631) 351-3009
Fax: (631) 351-7160

For Office Use Only:

RENTAL PERIOD: _____ APP # _____ RECEIPT # _____ INSPECTION DATE _____

RENTAL PERMIT RENEWAL

Property Address: _____

Suffolk County Tax Map (see tax bill): **0400** - - -

Type of Rental: (check one)

- | | |
|-------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> One Family Dwelling | <input type="checkbox"/> Apartment Complex (# Units _____) |
| <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Townhouse/Condominium |
| <input type="checkbox"/> Multiple Family Dwelling (# Units _____) | <input type="checkbox"/> Mixed-Use Buildings (# Units _____) |

Other: _____

Property Owner's Name (Individual): _____

Business Name/Corporation Name: _____

Owner's Mailing Address: _____

E-Mail: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Please initial each statement after reading and agreeing to terms:

_____ There have been / have not been (please circle) changes made to designated agent or person responsible for property maintenance.

_____ There have been / have not been (please circle) changes made to the dwelling such as construction, Demolition, or major alterations since my last application.

_____ There have been / have not been (please circle) changes made to the occupancy in the rental unit.

If changes have been made to any of the above sections, please indicate: _____

Depending on the change, the Rental Division may require additional paperwork

If any owner permanently resides outside the County of Suffolk, they must designate an agent to receive service of process and designate a responsible local party or agent for purposes of notification in the event of an emergency.

☐ The owner listed above resides in Suffolk County and does not require a designated agent.

Name: _____

Address: _____

E-Mail: _____ Home Phone: _____

(PLEASE TURN OVER)



Pursuant §160-26(D)(2) of the Huntington Town Code, a prerequisite to obtaining a rental permit is to have an inspection of the property conducted by either a Town of Huntington Code Enforcement Officer, a licensed professional engineer, a registered architect, or a New York State Code Enforcement Official, who must sign a Certification attesting that the property is in compliance with all applicable provisions of the Huntington Town Code, the Suffolk County Sanitary Code, and the New York State Building, Residential and Property Maintenance Codes.

Please make your selection below:

___ I am choosing to submit a Licensed Professional's Rental Inspection Report from an approved licensed professional. ___ Initial

___ I will/have called to schedule the inspection with a Code Enforcement Official. I understand if I do not show up for my scheduled inspection I may be subject to a rescheduling fee. ___ Initial

DECLARATION OF APPLICANT

State of New York)
) SS.
County of Suffolk)

I/We, _____ and _____ certify under penalty of perjury, that I/we am/are the _____ lawful owner(s) or _____ managing agent of the property for which a rental permit is requested, and that:

- (1) The statements made in this application (including statements made in accompanying papers) and all documents submitted with the application (including surveys and plans) are true and accurate to the best of my knowledge and belief; and
- (2) There are no existing safety or health code violations of the Code of the Town of Huntington or of the Building, Residential and Property Maintenance Codes of the State of New York on the property; and
- (3) I do not have any knowledge of any complaints from tenants, neighbors or others concerning the condition or current use of the property; and
- (4) I understand and acknowledge that in no instance shall the filing of this application and payment of fees be construed as to exonerate the owner or managing agent of responsibility for compliance with all applicable local, county, state or federal laws, rules and regulations; and
- (5) I agree to abide by the provisions of Chapter 124 (Housing Standards and Property Maintenance) and Chapter 160 (Registration and Permitting of Property) of the Huntington Town Code and understand that I can request a copy of these provisions, or I can access the Town Website at www.huntingtonny.gov, and link to "Government" on the main menu, then link to the Town Code as provided in that section; and
- (6) I have had a full opportunity to review the application and submissions, and am making these statements and representations with full knowledge that the Town of Huntington is relying on my statements and submissions as a basis for the issuance of a rental property permit.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO §210.45 OF THE NEW YORK STATE PENAL LAW

(ALL OWNERS ON THE DEED MUST HAVE THEIR SIGNATURE NOTARIZED)

SIGNATURE

DATE

SIGNATURE

DATE

PRINT NAME

PRINT NAME

Sworn to before me this _____
day of _____, 20 _____

Sworn to before me this _____
day of _____, 20 _____

Notary Public

Notary Public

WE ACCEPT: AMEX, Discover, MasterCard & Visa. Simply fill out all information below.

TYPE OF CREDIT CARD: _____ AMOUNT\$ _____ EXPIRATION DATE: _____

ACCOUNT # _____ 3 DIGIT CODE ON BACK OF CREDIT CARD _____

CARDHOLDER SIGNATURE X _____ DATE _____

Card member acknowledges receipt of goods and/or services in the amount shown hereon and agrees to perform the obligations set forth by the card member's agreement with the issuer.
(revised 3/2022TB)





**FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT
TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK**

Carbon Monoxide Detection Requirements: 2010 Fire Code of New York State (One-family dwellings)

610.3.1.1 Buildings constructed on or after January 1, 2008.

610.3.1.1.1 A carbon monoxide alarm shall be provided on each story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

610.3.1.1.2 A carbon monoxide alarm shall be provided on each story that contains a carbon monoxide source.

610.3.1.2 Buildings constructed prior to January 1, 2008. A carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

Carbon Monoxide Detection Requirements: (Two-family dwellings, townhouses, condos, co-ops.)

610.3.2.1 Buildings constructed on or after January 1, 2008. Within each dwelling unit:

610.3.2.1.1 A carbon monoxide alarm shall be provided on every story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

610.3.2.1.2 A carbon monoxide alarm shall be provided on every story that contains a carbon monoxide source.

610.3.2.2 Buildings constructed prior to January 1, 2008. Within each dwelling unit, a carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

**Smoke Detection Requirements: 2010 Property Maintenance Code of New York State
(1&2 Family dwellings, townhouses, condos, co-ops.)**

704.2 Smoke alarms. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-3.... (1&2 Family Dwellings).... regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.

704.3 **Power source.** In Group R occupancies (Residential) and in dwellings not regulated as Group R occupancies, single-station smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

Exception: Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes.

704.4 **Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in GroupR-3,(1&2 Family Dwellings) the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed. **Exceptions:**

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

2010 Residential Code of New York State

R313.1 Smoke detection and notification. All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72. *Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted.* (If a low voltage central station alarm system is installed single station devices are not required.)