



## RENTAL PERMIT APPLICATION

FOR ALL SINGLE FAMILY, TWO-FAMILY AND MULTI-FAMILY HOMES, APARTMENT COMPLEXES, CONDOS, TOWNHOUSES, OR OTHER RENTED DWELLINGS IN WHICH THE OWNER DOES NOT LIVE ON THE PREMISES AND THERE IS NO HOMEOWNER'S ASSOCIATION OR PROPERTY MANAGEMENT OFFICE ON SITE

### Property Information

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

Other: \_\_\_\_\_

### Owner Information

- Individual     Corporation     Partnership     Trust     Other: \_\_\_\_\_

Property Owner's Name (Individual): \_\_\_\_\_

Business Name/Corporation Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**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**

### Person Responsible for Maintenance of Property

- The owner listed above is responsible for maintenance & management of the above-described property

Name of Property Management Company: \_\_\_\_\_

Name of Property Manager/Agent: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ Phone: \_\_\_\_\_

### Designated Agent

- The owner listed above resides in Suffolk Country and does not require a designated agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ Phone: \_\_\_\_\_

# UNIT DESCRIPTION

**Please complete this sheet per unit**

For a one-family home, this sheet is all that is required. If the rental property has multiple units i.e. two-family dwelling, apartment complex, etc. you must complete one of these sheets per unit. Additional sheets may be found in the Rental Office, or online at [www.tohrentalpermits.com](http://www.tohrentalpermits.com)

Unit: \_\_\_\_\_  
 (Unit 2, Apartment 3B, etc.)

Not applicable, this is a single family dwelling

Please complete the below table with the number of rooms on each level of this unit

Rooms	LIVING ROOM	DINING ROOM	KITCHEN	FAMILY ROOM	REC. ROOM	BEDROOM	FULL BATHS	HALF BATHS	OTHER
Level 1									
Level 2									
Level 3									
Basement									

Please complete the below table with the bedroom details on each level of this unit

LEVEL 1	SQ. FT.	# OCCUPANTS	LEVEL 2	SQ. FT.	# OCCUPANTS	BASEMENT	SQ. FT.	# OCCUPANTS
BEDROOM 1			BEDROOM 1			BEDROOM 1		
BEDROOM 2			BEDROOM 2			BEDROOM 2		
BEDROOM 3			BEDROOM 3			BEDROOM 3		
BEDROOM 4			BEDROOM 4			BEDROOM 4		

Please include any additional areas used by the occupants/include any information that exceeds the boxes above:

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## Submitting an Application

When applying for a rental permit, the following information must be submitted **along with the application**:

1. **Deed** – a copy of the latest recorded deed showing the liber and page numbers
2. **Survey and/or Site Plan** – the latest survey of the property **or** a plot schematic showing size and location of the lot and all buildings, structures, decks, pools, walks, driveways, and other physical features of the premises. If you are submitting an application for an apartment complex, mixed-use building, etc. you may submit a site plan versus a survey
3. **Government Issued Proof of Residency** – each owner and/or designated agent needs to submit with picture ID (driver's license, passport, etc.) and a contact number
4. **Carbon & Smoke Detector Affidavit** – must be completed and submitted with your rental application
5. **Floor Plans** – Floor plans drawn to scale of the entire dwelling, building, etc. showing all rooms, labeled, with dimensions and using a straight edge. Mark all doors and windows and show locations of smoke detectors and carbon monoxide detectors. Graph paper is acceptable, as long as floor plans are clear and legible. Samples are provided. **Note: floor plans are required for the rented dwelling units only.**
6. **Building Permits & Certificates of Occupancy** – The following list, including **but not limited to** those described below require Town of Huntington issued building permits and certificates of occupancy. If you do not have building permits or certificates of occupancy, you will need to obtain them from the Department of Engineering Services.

- Dwelling Additions
- Finished Basements
- Finished Attics
- Pools
- Elevators

- Garage Conversions
- Decks (8 inches above grade)
- Exterior Second-Story Decks and Stairways
- Interior Alterations (Room Reconfiguration)
- Ramps

*If you would like further information regarding when building permits are needed, please see the Town of Huntington "When You Need a Building Permit" pamphlet located in the Building Department, or speak to someone in Engineering Services*

## Scheduling an Inspection

Please mail/bring your application along with all required attachments to the Rental Division at Huntington Town Hall. The application and required documents will be reviewed to make sure everything is complete before scheduling an inspection.

Pursuant to the § 160-26(D)(2) of the Huntington Town Code, a pre-requisite to obtaining a rental permit is to have an inspection conducted by a Town of Huntington Code Enforcement Officer, a licensed professional engineer, a registered architect, or a New York State Certified Code Enforcement Official. They must sign the enclosed 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. **If you choose to hire a third party to complete the required inspection, the licensed professional must complete the Town of Huntington Inspection Report. Photos of the exterior of the property must be taken and submitted with the inspection report. The inspection report may be obtained by contacting us at (631)351-3008, or online at [www.tohrentalpermits.com](http://www.tohrentalpermits.com)**

## Payment Schedule

New Application: \$75.00  
Renewal Application: \$25.00  
Permit Fee for two year term: \$475.00

**ALL CHECKS/MONEY ORDERS SHOULD BE MADE PAYABLE TO THE TOWN OF HUNTINGTON**

CHECK  CREDIT CARD  MONEY ORDER    AMT. PAID \_\_\_\_\_ CHECK/MONEY ORDER # \_\_\_\_\_

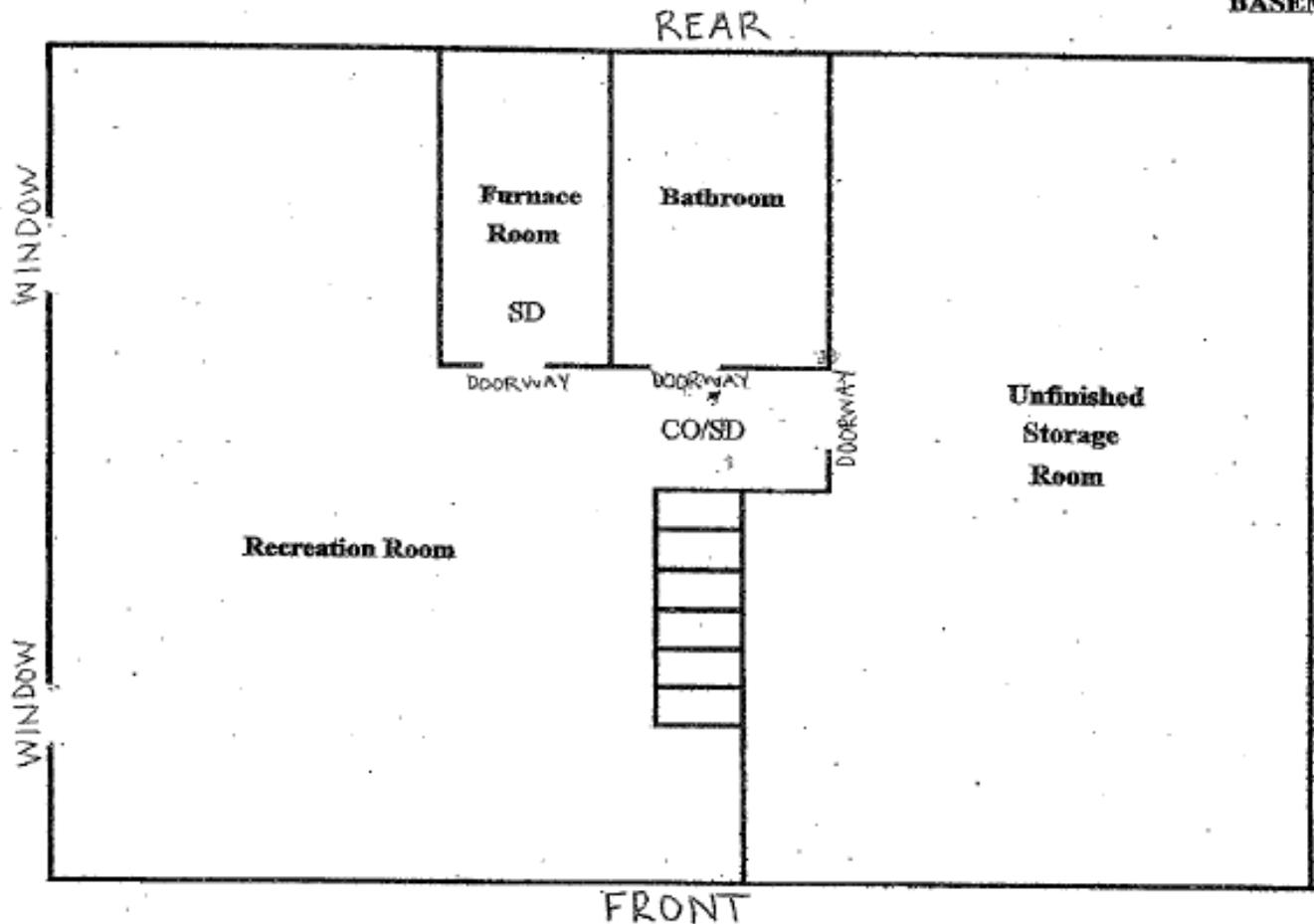


**SAMPLE FLOOR PLAN**

**Owner: John Smith**

**Address: 100 Main Street, Huntington, NY 11743**

**BASEMENT**



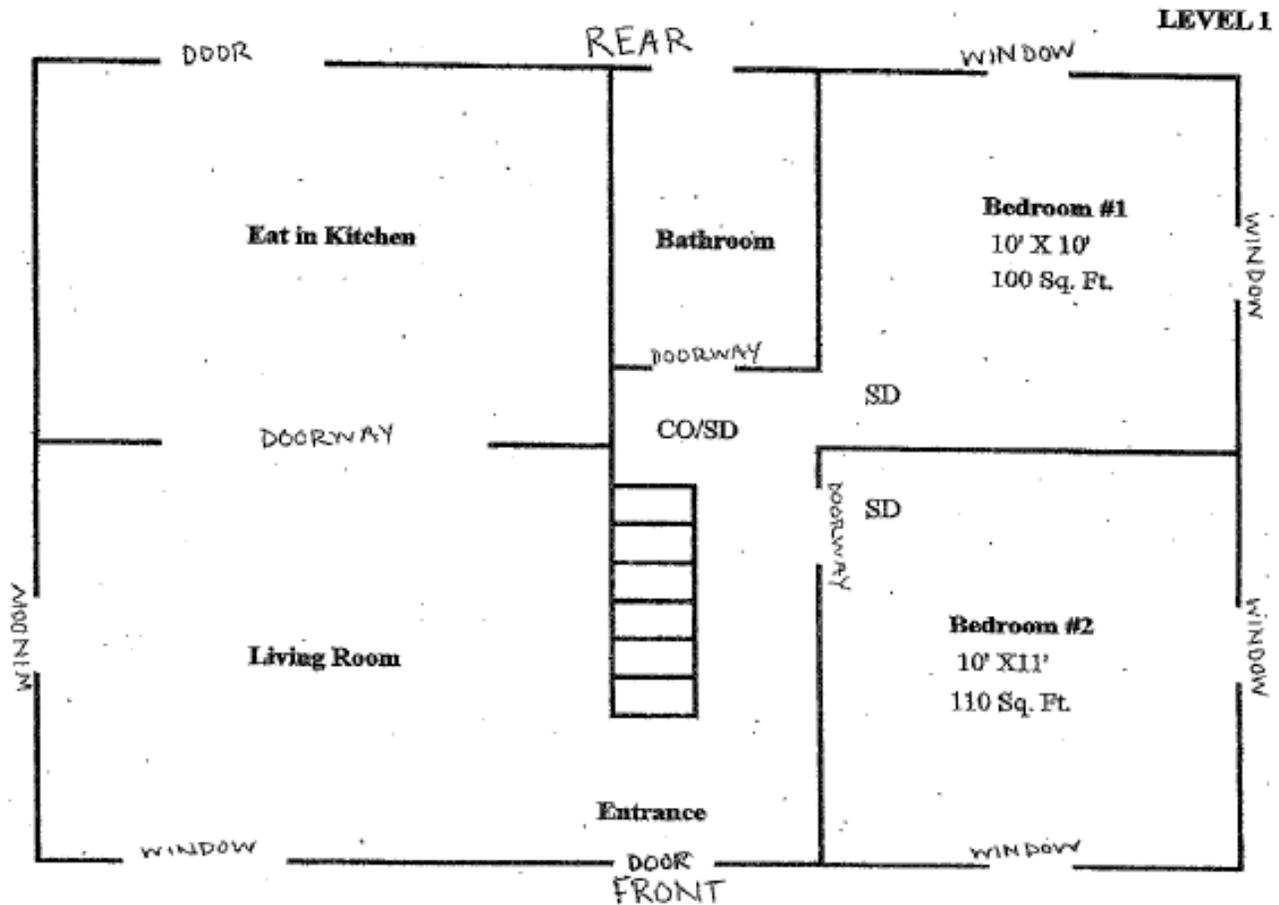
**\*\*BEDROOM DIMENSIONS AND SQUARE FOOTAGES MUST BE INDICATED\*\***

CO = Carbon Monoxide Detector Locations  
SD = Smoke Detector Locations

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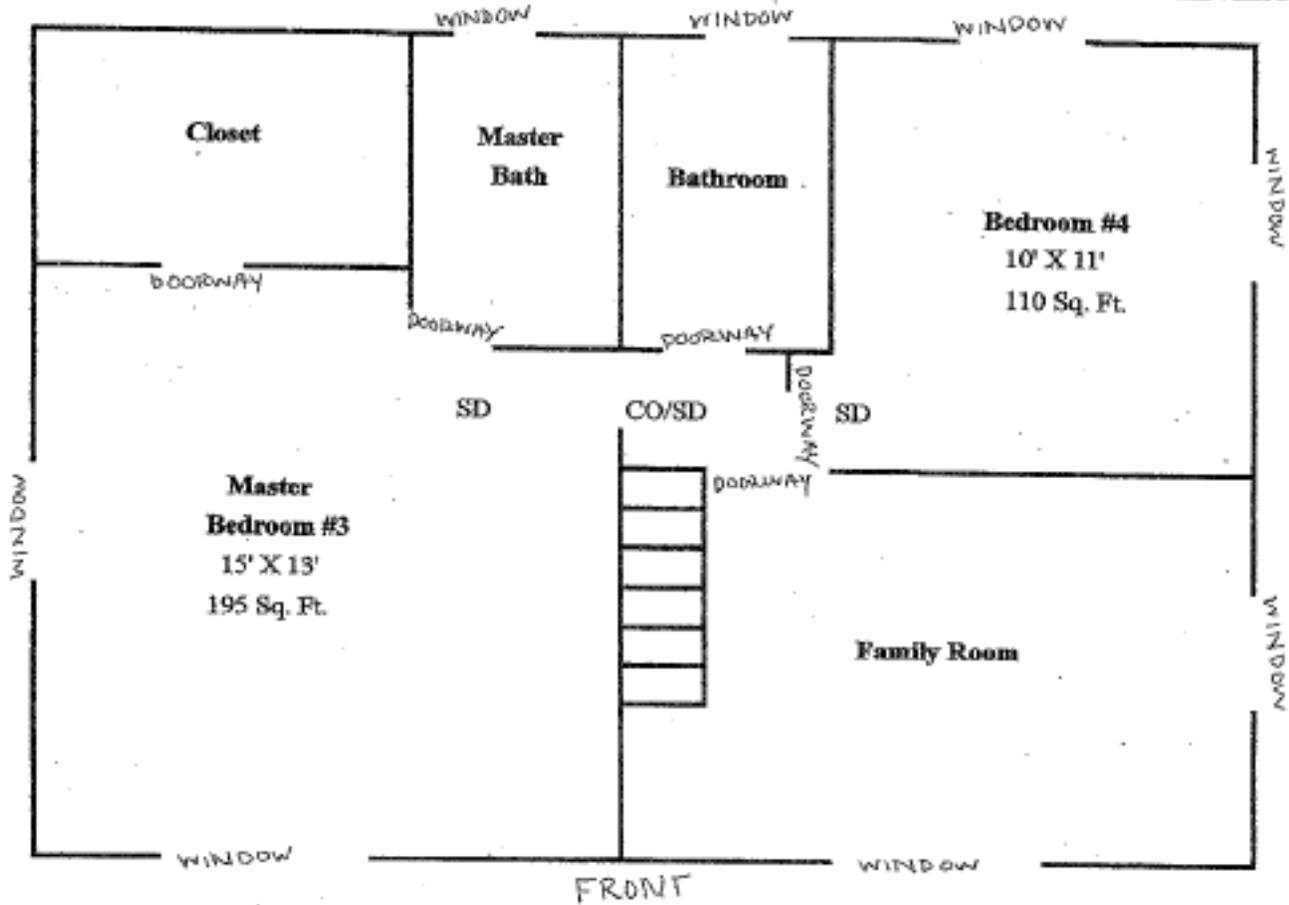
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REAR

LEVEL 2



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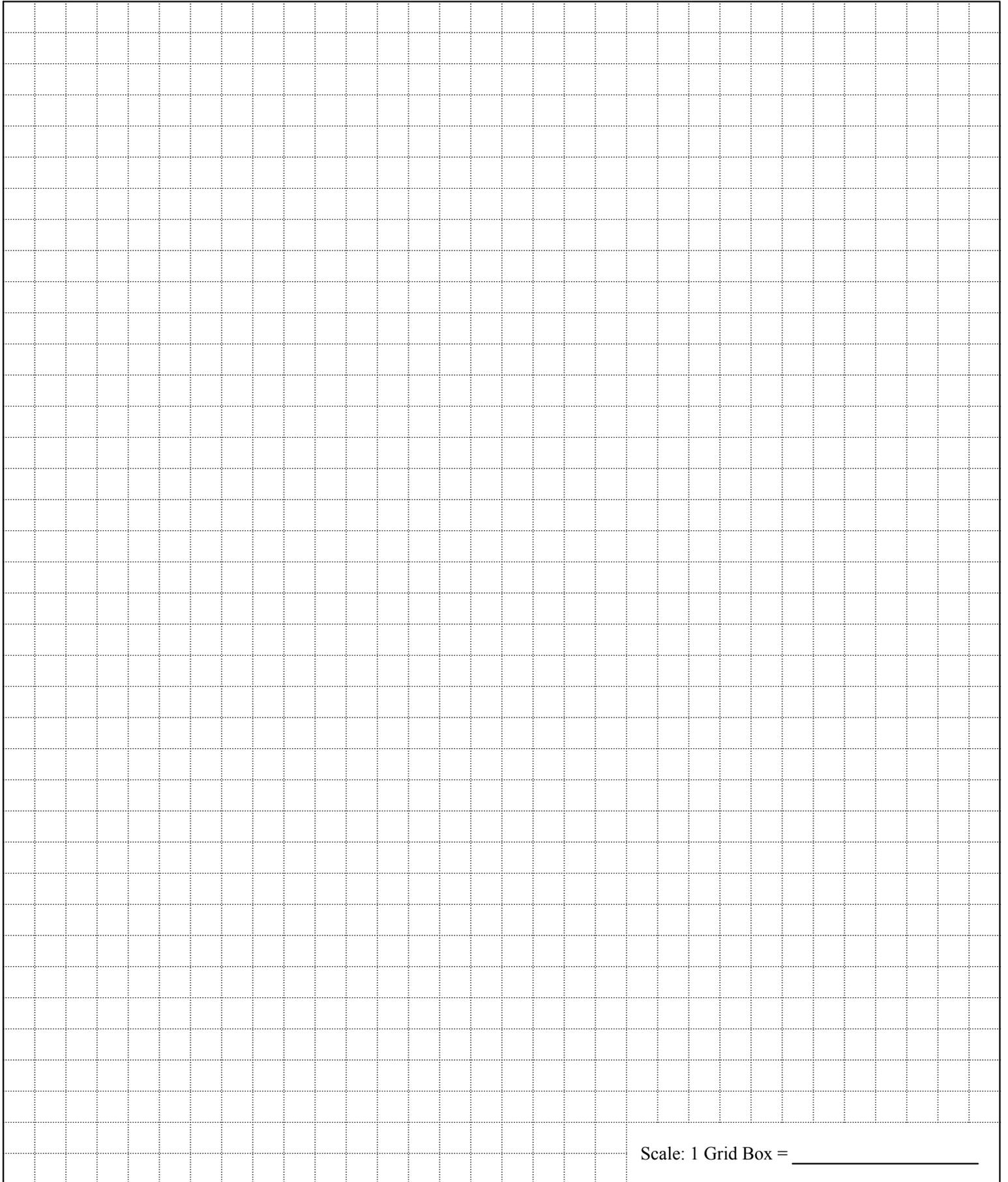
CO = Carbon Monoxide Detector Locations

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Property Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_



Scale: 1 Grid Box = \_\_\_\_\_