



## SHORT TERM RENTAL PERMIT

**Permit Number:** \_\_\_\_\_

Permit fees for a ONE year permit are as follows:

1. Registration fee of \$300 plus
2. \$50.00 fee for each bed room/sleeping area

\*When owners change, including the formation of a LLC, a new registration fee is due.

### **Short-Term Rental Permit Requirements:**

1. Permit will be signed by all persons and entities that have an ownership interest in the property.
2. Permit shall be accompanied by a copy of the current vesting deed or tax bill showing how title to the subject property is then held.
3. Permit shall be completed on this form as provided and shall, at a minimum, provide the following information:

List of all of the property owners of the short-term rental property or members of an LLC, Corp or other entity including name, mailing address, telephone numbers and email addresses.

**Name of LLC-** \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE AND EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE AND EMAIL: \_\_\_\_\_

**If more names need to be added please attach a separate sheet.**

**Address of Rental Property:** \_\_\_\_\_

**Tax Map ID:** \_\_\_\_\_

1. Number of sleeping rooms within the short-term rental property that meet the standards set forth herein.: \_\_\_\_\_
2. Attach and include a site plan, drawn showing the location of buildings, required number of and location of parking spaces and the location of the septic system and the leach field. An accurate, suitable plan need not be prepared by a professional. However, should septic need to be repaired or replaced, normal building code requirements must be followed.
3. Name of contact person who shall be responsible, and authorized, to act on the owner's behalf to promptly remedy any violation of these standards or the permit. The contact person must be located within 60 minutes travel distance by car and must be available 24 hours per day, 7 days a week.

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

4. The owner who shall also serve as a secondary contact person. The contact person may be the owner or an agent designated by the owner to serve as a contact person.

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**Additional Short-Term Rental Standards.** All short-term rentals shall meet the following occupancy standards:

1. The maximum occupancy for each short-term rental unit shall be the most restrictive of the following:
2. Maximum occupancy shall be calculated as 2 times the number of bedrooms that are in compliance with the New York State Building Code plus 2 additional occupants unless otherwise specified by the Code Enforcement Officer.
3. A good neighbor's quiet time is strongly recommended between the hours of 10pm to 7am.
4. No permit shall be issued unless the short-term rental property is registered with the Occupancy Tax Program administered by the Essex County Treasurer's Office.
5. A house number visible at night from the street or road shall be maintained.

6. Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors. The owner of the property is liable for garbage removal.
7. Advertisements for the short-term rental must conform to what is allowed under these regulations and the short-term rental permit. All signage must be in compliance with existing Town of Wilmington's land use codes.
8. Each sleeping room shall be at least 70 square feet in size.
9. There shall be no campers or tents or additional structures that exceeds the number of people permitted for short term rental unit
10. The permit shall expire on the day before the anniversary of the date the permit was issued.

**SWORN AFFIDAVIT:**

Signatures by all property owners(s) certifying the following and compliance with the following standards:

1. New Short-Term Rental and structural changes to existing Short-Term Rentals must be approved by Code Enforcement officer/Building Inspector.
2. There shall be one functioning smoke detector in each sleeping room and at least one functioning smoke detector in the main room of each level, one functioning fire extinguisher on each level and in each room with an open flame source, and carbon monoxide detector(s) required by Code.
3. Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
4. Electrical systems shall be serviceable with no visual defects or unsafe conditions.
- ~~5.~~ A form of communication must be provided in each rental unit in case of emergency. Phone numbers for emergency services and the address of the rental unit shall be put on the wall by exit door or highly visible area. A fire escape map shall also be in the welcome book.
6. Each sleeping room shall be in compliance with the New York State Building Code.
7. A statement that all fires must be attended and have a means of being put out. Example; hose
8. I certify chimney flues have been cleaned in the last 12 months.
9. I certify the property complies with the New York State Property Law.

Name/Signature: \_\_\_\_\_

Name/Signature: \_\_\_\_\_

Name/Signature: \_\_\_\_\_

**Display of Permit and Notification.**

1. The issuance of a short-term rental permit is subject to continued compliance with requirements of these regulations.
2. Prior to any renters taking occupancy of the short-term rental property:
  - A. A hard copy of the current short-term rental permit shall be available for public inspection in the Codes Office.
  - B. Sticker/permit must be displayed with the name of the contact person, phone number and expiration date of permit.
3. The owners must ensure that current and accurate information is provided to the Code Enforcement Officer.

Upon the filing of a complete application with the Code Enforcement Officer, permit fee and all documents and information required by this section shall be included. The Code Enforcement Officer shall have 30 days to review the application and then either issue the permit, with or without conditions, or notify the applicant in writing that the application has been denied along with the reason or reasons for denial. If a permit is issued, the permit shall bear the signature of the Code Enforcement Officer.

\*By applying for a short-term rental permit, the owner(s) consent(s) to the Code Enforcement Officer entering the subject property to conduct such an inspection. If relevant circumstances on the property change or for any reason the certification is or becomes inaccurate, a new certification shall be submitted. The short-term rental permit may be revoked/suspended for violations.

\*\*\* By signing the foregoing, the signatory has verified the accuracy of its contents, and such verification is made pursuant to Section 100.30(d) of the Criminal Procedure Law of the State of New York and said signatory knows that a false statement is punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York

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