



**TOWN OF BABYLON**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**  
 200 East Sunrise Highway  
 Lindenhurst, NY 11757-2598  
 Phone (631) 957-3102 Fax (631) 957-4254

**ACCESSORY APARTMENT PERMIT RENEWAL APPLICATION**

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

**YOUR ACCESSORY APARTMENT PERMIT EXPIRES ON \_\_\_\_\_**

Please answer the following questions and return this form signed and notarized with the required fee to the Town of Babylon Department of Planning and Development. If you are a new owner, you must file a new accessory apartment permit application; an application for renewal is not acceptable.

**Four stamped envelopes (blank, not addressed) and two self-addressed, stamped envelopes are required. Please send these six envelopes with this application form (signed and notarized) and a check or money order made payable to the Town of Babylon. The renewal fee is \$200.00 or \$75.00 for senior citizens (over age 65 – proof of age must be provided, i.e., copy of driver's license).**

If an inspection is required, you will be contacted by mail to schedule a date. If you have any questions, please call (631) 957-3102 or 957-7468.

A late charge of \$50.00 will be imposed for any renewal permit fee not paid within thirty (30) days after the expiration of the permit.

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Please check Yes or No to the following statements:

- | <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
| _____      | _____     | 1. I have read the attached requirement sheet and have complied with the requirements.                           |
| _____      | _____     | 2. I reside at the above referenced premises.  |
| _____      | _____     | 3. There have been changes made to the subject premises since the last renewal which required a building permit. |

**Accessory Apartment Permit Renewal Application (cont.)**

I hereby affirm the following to be true:

- There are no existing Town of Babylon Code or New York State Uniform Fire Prevention and Building Code violations at the subject premises.
- There are no existing safety or health violations at the subject premises.
- I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the subject premises.
- The statements checked on this application, together with the documents, survey and plan(s) on file are true and accurate for the subject premises.

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Telephone Number

## ACCESSORY APARTMENT PERMIT REQUIREMENTS

1. Dwelling must be three (3) years old with owner occupancy.
2. A minimum of 350 square feet of habitable space for each unit. No rental unit may be contained in any other building or structure other than the main dwelling.
3. All rooms must be 80 square feet of habitable area.
4. One of the units in the dwelling must have no more than two (2) bedrooms.
5. Handrails on all stairways.
6. Stairways between units or hallway and over boiler must have ¾ hour fire rated sheetrock.
7. One front door.
8. Electric smoke detector is required for each hallway outside bedrooms; battery operated smoke detectors are required in each bedroom. If applicable, a battery operated smoke detector is required in the cellar or basement.
9. Per New York State Building Code, CO detectors must be installed on every sleeping level.
10. Solid core door assembly in each apartment entry (wood or metal). Raised panel doors are not acceptable.
11. Ceiling height must be a minimum of 7'-6".
12. Minimum of four (4) parking stalls – asphalt, concrete or decorative stone.
13. Exterior of house must be in good condition and free of debris.
14. A two family dwelling must comply with all requirements of the New York State Building Code and all the laws and housing requirements of New York State and the Town of Babylon and be maintained in a neat and orderly manner.
15. Section 505 - Premises Identification: 505.1 Address numbers. New and existing building shall have approved address numbers, building numbers or approved building identification placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7).
16. Any changes or additions, i.e., awning, dormer, carport, extension, pool, etc., must have a building permit and certificate of occupancy. The owner will be held responsible for obtaining the proper permits and certificates of occupancy.

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Both the owner's apartment and the rental unit must be available for inspection Monday through Friday from 9:30 a.m. to 3:30 p.m.; if the inspector cannot gain entry to the premises on the scheduled date, a \$50.00 re-inspection fee will be charged.

If your dwelling fails inspection, all violations must be corrected and another inspection must be scheduled. If you schedule an inspection and previously cited items have not been corrected, you will be charged a \$50.00 re-inspection fee.

**AN ACCESSORY APARTMENT PERMIT WILL BE ISSUED**

**WHEN ALL REQUIREMENTS HAVE BEEN SATISFIED**