



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

**APPLICATION FOR RENTAL PERMIT**

**GENERAL INFORMATION AND INSTRUCTIONS**

**The items listed below must be submitted with the completed application**

1. Deed/Owner's Duplicate Certificate of Title  
A copy of the recorded deed showing the liber and page numbers or a certified copy of the Owner's Duplicate Certificate of Title.
2. Floor Plans  
Floor plans drawn to 1/4" = 1' scale of the ENTIRE dwelling, apartment building, multiple residence (MR), senior citizen multiple residence (SCMR) or bed and breakfast (B & B). Label all rooms with dimensions. Include measurements (height and width) for all doors, windows and the floor to ceiling heights. Show location of all smoke detectors. For two family and multiple family dwellings, provide separate floor plans for the owner's unit and tenant's unit(s) and label each floor plan as either owner's or tenant's. See sample floor plan on page 4. (Attached is graph paper for your use)  
Note: motels, hotels and extended stay residences require a site plan only, not floor plans
3. Survey  
A survey of the property showing all structures on the site, i.e. dwelling, building(s), additions, garages, decks, sheds, pool, etc.
4. Certificate(s) of Occupancy (C.O.)  
Copy of the C.O. for the dwelling, apartment building, MR, SCMR, motel, hotel, extended stay residence or B & B. Also include copies of C.O.s for any addition, garage, deck, shed, etc. (see note #1 on page 2)
5. Identification and Tax Bill  
Identification must be government issued picture ID with home address, such as driver's license, passport, etc.  
The tax bill may be obtained from the Tax Receiver's office.
6. Building permit application  
A building permit application is required only if you plan to make changes that affect the structure of the dwelling or building(s) or if you need to legalize existing structures and/or improvements (see note #1 on page 2).
7. Fee (non-refundable)
  - Dwellings: \$100.00 for the first unit plus \$25.00 for each additional unit.
  - Apartment Building / MR / SCMR / Motel / Hotel / Extended Stay Residence / B & B: \$100.00 for the first unit in each building plus \$25.00 for each additional unit in each building.If paying by check or money order, make payable to the Town of Babylon.

**PLEASE CALL (631) 957-3102 TO SCHEDULE  
AN APPOINTMENT TO SUBMIT YOUR APPLICATION**

## **GENERAL PROCEDURE**

1. Schedule an appointment to submit your completed application.  
Call (631) 957-7468 or 957-3102. The application and required documents will be reviewed on your scheduled date.
2. An inspection date will be scheduled for a Building Inspector to inspect the dwelling / building(s). All structures on the property must also be inspected - garages, sheds, decks, pool, etc. The inspection is required to determine the condition of the dwelling / building(s) and compliance with the applicable New York State, Suffolk County and Town of Babylon building codes.  
  
The dwelling or rental units 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.
4. If your dwelling / building(s) 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.
3. A rental permit will be issued when all requirements have been satisfied.

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### **NOTES:**

1. The following structures/improvements require a building permit. If you do not have a building permit, you will be required to obtain one prior to getting a rental permit.
  - Awning patio roof
  - Cellar entrance
  - Decks (18" above grade)
  - Doll houses
  - Dormer
  - Dwelling
  - Extensions
  - Fences - 5' and 6' (depending upon location)
  - Finished basement
  - Garage
  - Garage conversion
  - Gazebo
  - Outside second story deck and stairway
  - Pools (inground or above ground)
  - Sheds (depending upon size and location)
2. A plumbing permit is required for replacement of a boiler or a hot water heater.
3. For apartment building, MR, or SCMR a floor plan for each type of unit must be provided (see attached sample floor plan on page 4).

## **RENTAL PERMIT REQUIREMENTS**

1. Battery-operated smoke detectors are required in each bedroom. Battery-operated smoke detectors are required for any hallway leading to a bedroom. One battery-operated smoke detector is required for each level of the building including the basement/cellar and attic.

For new construction, all smoke detectors must be electrically hardwired with a battery backup; no battery-operated smoke detectors are permitted.

2. Outside stoops 18" high must have railings.
3. Stairwells must have handrails.
4. If the boiler is in a separate room, 3/4 hour fire rated sheetrock is required with a 3/4 hour fire rated, self-closing door.  
  
If the boiler is in an open room, 5/8" fire rated sheetrock is required over the boiler only.
5. Driveway must be improved (asphalt, concrete or decorative stone) and in good repair.
6. No unlicensed motor vehicle(s) on property.
7. No debris or any other material which could be considered debris.
8. Proper storm windows and doors (with screens) must be installed.
9. No cellar bedrooms.
10. Electric outlets must not be exposed, no holes in walls or flooring coming up.
11. Tiles and grouting in bathrooms must be in good repair.
12. All dwelling units must have proper heat, hot water, etc.
13. 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.
14. 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).



# Town of Babylon

Department of Planning and Development  
200 East Sunrise Highway, Lindenhurst, NY 11757-2598  
Phone No. (631) 957-3102 Fax No. (631) 957-4254

## **FOR OFFICE USE ONLY**

SCTM #0100-

Zoning Districts:

PTS Appl. #

COP

Date

Amount

Receipt #

## **APPLICATION FOR RENTAL PERMIT**

### **Property Owner's Information**

Property Owner's Name:

Company/Corporation Name:

Mailing Address:

Telephone Number:

Fax Number:

RENTAL Property Address:

Was the property purchased from the Town of Babylon, any State or Federal agency, including Housing and Urban Development (HUD), Suffolk or Nassau County, a School District, a Village or any other governmental agency or municipality? \_\_\_\_\_ If yes, please indicate which agency:

### **Agent Information**

Agent's Name/Title:

Agent's Company/Corporation Name:

Agent's Mailing Address:

Telephone Number:

Fax Number:

### **Send Annual Renewal Notices to:**

Name:

Address:

### **Type of Rental Unit (check one):**

One Family Dwelling

Two Family Dwelling - Number of rental units \_\_\_\_\_

Multiple Family Dwelling - Number of rental units \_\_\_\_\_

Circle One: Apartment Building / MR / SCMR / Motel /  
Hotel / Extended Stay Residence / B and B

Number of Buildings \_\_\_\_\_

TOTAL Number of Units in ALL Buildings \_\_\_\_\_

I (we) 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 (we) 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

\_\_\_\_\_, 200\_\_\_\_\_

The owner(s) of the property and the undersigned agree to conform to all applicable laws of the Town of Babylon

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

\_\_\_\_\_  
Signature - Property Owner or Agent

