



**TOWN OF BABYLON**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**  
200 East Sunrise Highway  
Lindenhurst, NY 11757-2598  
Phone (631) 957-4434

## **APPLICATION FOR RENTAL PERMIT**

PLEASE CALL (631) 957-4434 TO SCHEDULE  
AN APPOINTMENT TO SUBMIT YOUR APPLICATION  
ONLINE SUBMISSION IS ALSO AVAILABLE ON [TOWNOFBABYLON.COM](http://TOWNOFBABYLON.COM)  
IN THE FORMS CENTER

### **GENERAL INFORMATION AND INSTRUCTIONS**

The items listed below must be submitted with the completed application and property owner's endorsement (if required).

1. **Deed (1 Copy)**  
A copy of the recorded deed showing the liber and page numbers.
2. **Floor Plans (2 copies)**  
Floor plans of the ENTIRE dwelling including the basement, apartment building, Multiple Residence (MR), Senior Citizens Multiple Residence (SCMR), hotel or motel. **Label all rooms and include the dimensions of each room.** Include measurements (height and width) for all doors and windows. Show location of all smoke detectors. For two family and multiple family dwellings, provide separate floor plans for all units and label each floor plan with the unit number. A floor plan must be provided for each style unit in apartment buildings, multiple residence (MR) or senior citizen multiple residence (SCMR).
3. **Survey (2 copies)**  
A current survey of the property showing all structures on site; Including, dwelling, building(s), additions, garages, decks, sheds, pool, etc. The survey must be accurate and legible.
4. **Identification (1copy)**  
Identification must be a government issued picture ID with home address, such as a driver's license.
5. **Tax Bill (1 copy)**  
The current tax bill may be obtained from the Tax Receiver's office.
6. **Fee (non-refundable)**
  - Dwellings: \$200.00 for the first unit plus \$50.00 for each additional unit.
  - Apartment Building/MR/SCMR/Motel/Hotel: \$200.00 for the first unit in each building plus \$50.00 for each additional unit in each building.
  - Public Hearing Sign fee - \$15.00 per sign.If you are paying by check or money order, make payable to the Town of Babylon. If paying cash, please have exact amount.
7. **Local Agent Contact Sheet (1copy)**  
The local agent contact sheet must be filled out for **every** application. Should the property owner live outside of Suffolk County the local agent information on this form **must** be filled out.
8. **Rental Board Conditions of Approval Form (1 copy)**  
In addition to the rental application, this form must be signed and notarized.

**PLEASE HAVE ALL COPIES MADE PRIOR TO SUBMISSION**

## GENERAL PROCEDURE

1. **Schedule an appointment to submit your completed application.**  
Call (631) 957-4434. The application and required documents will be reviewed with you on your scheduled date.
2. An inspection is required to determine the condition of the dwelling/building(s) and the compliance with the applicable New York State, Suffolk County and Town of Babylon building codes. Any additional structures on the property must also be inspected; including, garages, sheds, decks, pool, etc. You may schedule a date for a Town of Babylon Building Inspector to inspect the dwelling/building(s) at no charge or you may hire a licensed engineer or architect to inspect the premises and submit a sworn written report attesting to compliance of the entire premises with the applicable New York Stated, Suffolk County and Town of Babylon Building codes.
3. The dwelling or rental units must be available for inspection Monday through Friday from 10:00 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.
5. A public hearing will be scheduled. Public Hearing notices will be published in the Town designated newspapers. Your adjoining property owners will be notified of the hearing date. Sign(s) must be posted on the property ten days prior to the public hearing.
6. Your application will be heard by the Rental Board.
7. A decision will be rendered by the Board (usually 4 to 8 weeks after the application is submitted).
8. A rental permit will be issued when all requirements have been satisfied.
9. A rental permit is valid for two years. The property owner is responsible for the renewal of said permit. The Town makes every effort to send out reminder notices but cannot be held responsible if you do not receive it. Failure to comply with the requirements set forth could result in the issuance of summonses and revocation of your rental permit.

## 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. Per New York State Building Code, CO detectors must be installed on each sleeping level and in the boiler area.
3. Outside stoops 18" high must have railings.
4. Stairwells must have handrails to code.
5. If the boiler is in a separate room, 3/4" fire rated sheetrock is required with a ¾ 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.
6. Driveway must be improved (asphalt, concrete or decorative stone) and in good repair.
7. No unlicensed motor vehicle(s) on property.
8. No debris or any other material which could be considered debris
9. Proper storm windows and doors (with screens) must be installed.
10. No cellar bedrooms.
11. Electric outlets must not be exposed, no holes in walls or flooring coming up.
12. Tiles and grouting in bathrooms must be in good repair.
13. All dwelling units must have proper heat, hot water, etc.
14. 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.
15. Section 505- Premises Identification: 505.1 Address numbers. New and existing buildings 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 alphabetic letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7)

**Regular property maintenance is an important part of our communities, protects property values and improves the appearance of our neighborhoods. Please maintain your rental property as if you live there. Unless regular maintenance and repairs are made, the public health, safety and general welfare, as well as the property values of our communities, will be substantially depreciated. It is your responsibility to maintain your rental property to the specifications of the ICC Property Maintenance Code; 2020 New York State Edition.**

**FAILURE TO MAINTAIN PROPERTY MAY RESULT IN REVOCATION OF PERMIT**

# Town of Babylon

Department of Planning and Development  
200 East Sunrise Highway, Lindenhurst, NY 11757-2598  
Phone No. (631) 957-4434

## 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:

### 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

\_\_\_\_\_, 20\_\_\_\_

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

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

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



## RENTAL PERMIT - LOCAL AGENT CONTACT SHEET

If the owner or authorized agent of a dwelling unit resides or has his principal place of business located outside the County of Suffolk, he is required to designate an agent who resides in the County of Suffolk for general contact purposes and for the service of process of any notices set forth within the Town Code, Section 153, Article 1 or for the service of process of violation of this article. Failure to provide the name and address of a local agent shall be deemed a violation of this article.

### PROPERTY INFORMATION

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

SCTM #: \_\_\_\_\_

### OWNERS INFORMATION

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

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

CONTACT NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### LOCAL AGENT INFORMATION (When owner lives outside of Suffolk County)

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

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

CONTACT NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Rental Board - Conditions of Approval – To be agreed to and signed by Property Owner

The following are the Property Owner's Maintenance Obligations:

Exterior:

1. Lawn and landscaping must be kept appropriately trimmed with proper irrigation;
2. Property free of debris;
3. Driveway shall be maintained free of large cracks and holes;
4. Cars parked only on driveway or on street, where permitted. No vehicles parked on grass and no unregistered motor vehicles on property;
5. Maintenance of sidewalks;
6. Sewer/septic system properly maintained;
7. Fencing and house siding shall be properly maintained; free of mold, and repairs made to same as needed. Siding shall be free of chipped paint;
8. Maintenance of stoops, porch and railings;
9. Home shall have working gutters and leaders, which shall be cleaned out seasonally;
10. Basement window wells shall be cleaned out as needed;
11. Broken windows shall be repaired. All windows shall have screens which shall be in good condition;
12. Roof damage shall be repaired in a timely manner. Tarps and other temporary coverings for emergency roof repairs shall not be permitted for more than 30 days;
13. Home shall have a storm door or screen door (no ripped screens);
14. Proper framing around windows;
15. Soffits finished/enclosed.

Interior:

1. Heat and hot water working property; Fire-rated boiler room;
2. Interior walls, stairs and handrails, doors and hardware all in-tact;
3. All plumbing fixtures functioning;
4. All smoke detectors, CO detectors, electrical fixtures functioning;
5. Any and all leaks to be promptly remedied, so as to prevent mold production in the home. Home must be maintained free of any mold.
6. Rodent free/insect free.

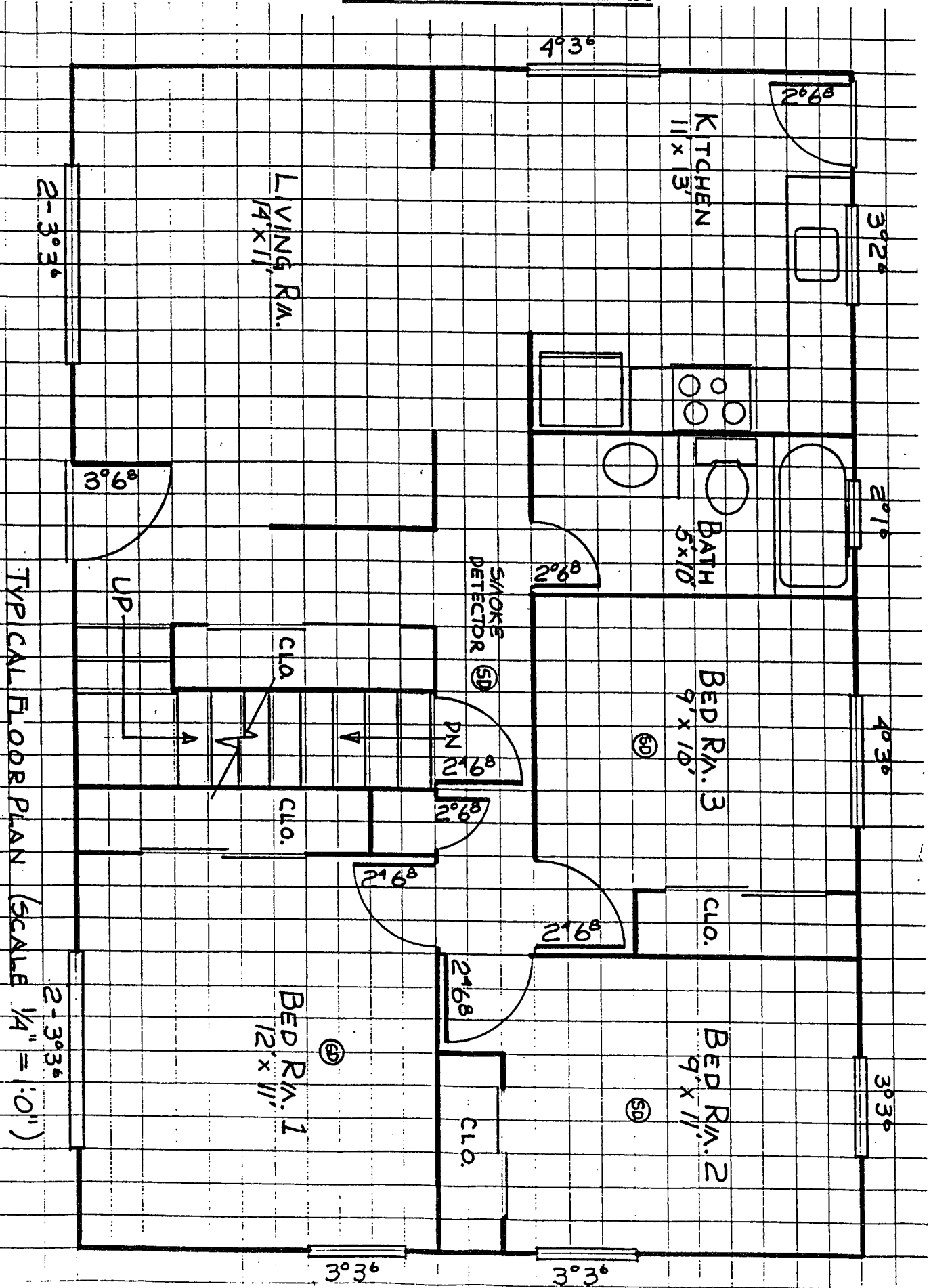
**The Property Owner agrees to the above stated conditions, understands that the proper maintenance of the premises are his, her, or its on-going obligation, and that the failure to comply with these conditions shall subject the Property Owner to: (1) potential revocation of the rental approval by the Rental Board for reconsideration of their decision; and (2) any and all other remedies available to the Town of Babylon pursuant to State Law and the Town Code of the Town of Babylon.**

The person signing this Rental Board Condition of Approval Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The party represents and warrants that the execution and delivery of this Agreement and the performance of such party's obligations have been duly authorized and that the Agreement is a valid and legal agreement binding on the party and enforceable according to its terms.

By: \_\_\_\_\_  
Property Owner

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

# SAMPLE FLOOR PLAN



TYPICAL FLOOR PLAN (SCALE 1/4" = 1'0")

