Town of Brookhaven
Long Island

RENTAL REGISTRATION PERMIT REQUIREMENT

Note: This form is to be used for New Rental Registrations Only. Please Use the Rental Registration Renewal form to renew your existing registration.

ALL FORMS MUST INCLUDE OWNER OR AGENTS PHYSICAL ADDRESS—NO P.O. BOX NUMBERS WILL BE ACCEPTED

1. **BUILDING PERMIT APPLICATION—**completed and signed by OWNER, MANAGING AGENT, OR DWELLING OPERATOR

2. **RENTAL REGISTRATION FORM—**completed and signed by one of those listed in #1 above. The form must be notarized.

3. **DISCLOSURE AFFIDAVIT—**completed and signed by applicant.

4. **CERTIFICATION OF STRUCTURES FORM**

5. **FEES—**a non-refundable permit application fee payable upon filing an application in accordance with the following schedule of rental dwelling units per structure:

ONE-FAMILY DWELLING	FEE	ONE-FAMILY DWELLING	FEE
One (1) bedroom	$95	Two (2) bedrooms	$160
Three (3) bedrooms	$220	Four (4) bedrooms	$285
More than 4 bedrooms	$345 base fee (plus $100 for each bedroom in excess of 4)		

MULTI-UNIT APARTMENT COMPLEXES	FEE	MULTI-UNIT APARTMENT COMPLEXES	FEE
4 to 50 units	$1,000	51 to 100 units	$1,500
101 to 200 units	$2,500	Over 200 units	$5,000

6. **FOUR (4) COPIES OF A SURVEY OF THE PREMISES—**drawn to scale not greater than forty (40) feet to one inch, or, if not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, driveways and other physical features of the premises and the number, location and access of existing and proposed on-site vehicle parking facilities. Surveys must be complete and legible, include the surveyor's seal, survey date/or revision date and the distance from the nearest tie street. **Condominiums** without surveys require a certified copy of the deed.

7. **THREE (3) COPIES OF THE FLOOR PLAN OF EACH RENTAL DWELLING UNIT—**Plans are to be drawn with a straight edge in scale, include all floor levels and basement, be neat, accurate and include dimensions and uses of all rooms, hallways, foyers, and other spaces; window type and sizes for sleeping rooms; door dimensions, location of smoke detectors and carbon monoxide alarms. The exterior outline and dimensions of the floor plans are to match the property survey.

8. **ONE (1) PHOTOCOPY OF ALL CERTIFICATES OF:**

OCCUPANCY (CO)	EXISTING USE (CEU)	PREVIOUS RENTAL LICENSES
COMPLIANCE (CC)	ZONING COMPLIANCE (CZC)	

9. Upon the filing of a Rental Registration application a Temporary Rental Registration will be issued. The Temporary Rental Registration **expires ninety (90) days from issuance.** Within ninety (90) days of the issuance of the Temporary Rental Registration the owner/applicant of the rental dwelling unit shall arrange for an inspection of the unit or units and the premises on which the same are located by; (1) the Town of Brookhaven Building Division, or (2) provide to the Chief Building Inspector an Inspection Report signed by either a NYS licensed Professional Engineer, a NYS licensed Registered Architect, or a NYS licensed Home Inspector who also holds a current NYS Code Enforcement Official Certification, certifies the structure and the dwelling units contained therein meet all applicable housing, sanitary, building, electrical and fire codes, rules and regulations, including Town of Brookhaven Town Code Chapters 82 (Neighborhood Preservation Requirements) and Chapter 85, and The Property Maintenance Code of NYS and The Fire Code of NYS.

When within the ninety (90) days in which the Temporary Rental Registration is valid that there occurs approval of the inspection standards by a Town of Brookhaven Building Inspector or proof of approval of the inspection standards by the NYS licensed professional referenced above. The Chief Building Inspector will issue for dwelling units located in a one, two, or three family dwelling a Provisional House Rental License valid for **15 months** from the date of issuance of the Temporary Rental Registration, and for multi-unit apartment complexes a Provisional House Rental License valid for **2 years** from the date of issuance of the Temporary Rental Registration.

Division of Building 04/2016
Tullio Bertoli, AICP, Commissioner
Arthur Gerhauser, Chief Building Inspector
One Independence Hill, Farmingville, NY 11738 • Phone 631-451-6333 • Fax 631-451-6341