



**INCORPORATED VILLAGE OF PORT JEFFERSON**

**Building & Planning Department**

88 North Country Road, Port Jefferson, NY 11777

Ph: (631) 473-4744 Fx: (631) 473-2049

[www.portjeff.com](http://www.portjeff.com)

\_\_\_\_\_, 2014

Dear Rental Property Owner:

Enclosed is an application to renew or apply for a Rental Permit in order to operate a rental dwelling within the Incorporated Village of Port Jefferson.

The application must be completed, signed and notarized.

Please return the application with the appropriate fee to the Building Department within ten (10) days of receipt. You need to schedule an appointment for an inspection of the unit or units with our Building Inspector.

**NOTE:**

**Failure to comply is a violation of the Port Jefferson Village Code Section 205-10. Please see enclosure.**

**Please Note: You have the option of having a licensed professional engineer or registered architect perform the inspection of the unit or units at your expense instead of a Village Code Enforcement Officer. Please be advised that all applicable fees must still be submitted. If you choose this option, you must notify the Village of Port Jefferson upon submission of the application. This inspection must take place within thirty (30) days of receipt of your completed application.**

Sincerely,

\_\_\_\_\_  
Tony Bertolotti, Building Inspector

\*\* Please include the following:

- Copy of current property survey showing all buildings, structures, walks, drives & other physical features of the premises & the number and location and access of onsite vehicle parking
- Evidence of ownership by contract of sale or deed
- Certificate of Occupancy or Certificate of Existing Use for dwelling and all improvements present on the property
- Copy of interior floor plan with number of rooms & dimensions



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**Application for Rental Permit**

1. Owner: \_\_\_\_\_ 2. Telephone #: \_\_\_\_\_ 3. Date: \_\_\_\_\_

4. Owner's Mailing Address: \_\_\_\_\_

5. Owner's Home Address: \_\_\_\_\_

6. Rental Property Address: \_\_\_\_\_

7. Rental Property Address Tax Map No.: \_\_\_\_\_

8. Number of apartments/separate units in the building you are seeking a permit for: \_\_\_\_\_

9. Number of persons to occupy: \_\_\_\_\_

10. Total number of conventional bedrooms you are seeking a permit for: \_\_\_\_\_

11. Name(s) & Telephone(s) of renter(s)/tenant(s) : \_\_\_\_\_

12. Number of onsite parking spaces: \_\_\_\_\_

Sworn to before me this

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

County of \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Total Occupancy: \_\_\_\_\_

Senior Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



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**Application for Renewal of Rental Permit**

1. Owner: \_\_\_\_\_ 2. Telephone #: \_\_\_\_\_ 3. Date: \_\_\_\_\_

4. Owner's Mailing Address: \_\_\_\_\_

5. Owner's Home Address: \_\_\_\_\_

6. Rental Property Address: \_\_\_\_\_

7. Rental Property Address Tax Map No.: \_\_\_\_\_

8. Number of apartments/separate units in the building you are seeking a permit for: \_\_\_\_\_

9. Number of persons to occupy: \_\_\_\_\_

10. Total number of conventional bedrooms you are seeking a permit for: \_\_\_\_\_

11. Name(s) & Telephone(s) of renter(s)/tenant(s): \_\_\_\_\_

12. Number of onsite parking spaces: \_\_\_\_\_

Sworn to before me this

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

County of \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

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Senior Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



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*FEE SCHEDULE*

ONE-TWO BEDROOMS	\$250
THREE BEDROOMS	\$300
FOUR BEDROOMS	\$350
FIVE BEDROOMS	\$350
MORE THAN FIVE BEDROOMS	\$450 + \$200 EACH ADDITIONAL BEDROOM