Dear Rental Property Owner:

Pursuant to Village Code §205 Rental Property Article 1. Occupancy Permits

§205-4 Rental Occupancy Permit Required; Application

§205-10 Rental Registration Required.

§205-7 All permits issued pursuant to this article shall be valid for a period of two years from date of issuance.

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(s) §205-4, 205-10. Please see enclosure.

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.

** Please include the following:
- Copy of current property survey
- 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
Application for Rental Permit & Rental Registration

1. Owner: ____________________________ 2. Phone #: ________________ 3. Date: ________________

4. Owner’s Mailing Address: ______________________ 5. Owner’s Email: ______________________

6. Rental Property Address: ______________________

7. Number of apartments/separate units in the building you are seeking a permit for: ________________

8. Total number of conventional bedrooms you are seeking a permit for: ________________________

9. Name(s) & Telephone(s) of renter(s)/tenant(s) _____________________________________________

Sworn to before me this 
___ day of ________, 20___

______________________________  PROPERTY OWNER: ______________________________
Notary Public                                                Signature

**********************************************************************************************

Approved: ________________ Denied: ________________ Total Occupancy: ________________

Senior Building Inspector: ________________________ Date: ____________________________

PLEASE PRINT CLEARLY OR APPLICATION WILL BE RETURNED***
Application for Rental Permit & Rental Registration Renewal

1. Owner: __________________________ 2. Telephone #: ________________ 3. Date: ______________

4. Owner’s Mailing Address: __________________________ 5. Owner’s Email: __________________________

6. Rental Property Address: ______________________________________________________________

7. ______ Initial Inspection   ______ Renewal Inspection

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

9. Total number of conventional bedrooms you are seeking a renewal permit for: __________________

10. Property Manager’s name: ______________________________________________________________

11. Name(s) & Telephone(s) of renter(s)/tenant(s) ______________________________________________

                                                                                           
Sworn to before me this

_____ Day of ________, 20____

________________________   PROPERTY OWNER: ________________ Signature

Notary Public

******************************************************************************************

Approved: ________________ Denied: ________________ Total Occupancy: ________________

Senior Building Inspector: __________________ Date: _________________________________

PLEASE PRINT CLEARLY OR APPLICATION WILL BE RETURNED***
## FEE SCHEDULE

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE-TWO BEDROOMS</td>
<td>$250</td>
</tr>
<tr>
<td>THREE BEDROOMS</td>
<td>$300</td>
</tr>
<tr>
<td>FOUR BEDROOMS</td>
<td>$350</td>
</tr>
<tr>
<td>FIVE BEDROOMS</td>
<td>$350</td>
</tr>
<tr>
<td>MORE THAN FIVE BEDROOMS</td>
<td>$450 + $200 EACH ADDITIONAL BEDROOM</td>
</tr>
</tbody>
</table>