



INCORPORATED VILLAGE OF PORT JEFFERSON

Building & Planning Department

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744 Fax (631) 473-2049

www.portjeff.com

To Whom It May Concern:

Pursuant to Article IX, § 161-33 (Inspections; Licensing fees) of the Code of the Incorporated Village of Port Jefferson, you are required to obtain a license for apartments located within the Village:

The Building Inspector shall be authorized to make or cause to be made inspections to determine the condition of dwellings, dwelling units, rooming houses, rooming units and premises in order to safeguard the health, safety, morals and welfare of the public.

- A. Access. The Building Inspector or his designated representatives shall have such right to enter a dwelling, dwelling unit, rooming house, rooming unit or premises as is otherwise provided by law.
- B. Interference with Building Inspector. Any person, having granted access or admission to the Building Inspector or his designated representatives to any dwelling, dwelling unit, rooming house, rooming unit or premises for the purpose of an inspection, who interferes with or hinders the Building Inspector or his designated representatives in the performance of their duties under this chapter shall be guilty of a violation of this chapter.
- C. Identification of inspectors. Inspectors and authorized personnel of the Building Department shall be supplied with official identification and, upon request, shall exhibit such identification when entering any dwelling, dwelling unit, rooming house, rooming unit or premises.
- D. All apartments subject to this chapter, other than those situated in the Central Commercial C-1 District and/or General Commercial C-2 District shall be licensed annually after inspection by the Building Inspector and upon payment of the licensing fee to be established by the Board of Trustees. The licensing fee for all such apartments shall be as follows: [Added 10-5-2009 by L.L. No. 11-2009]

(1) For a building containing an apartment or apartments, the fee associated with the required license is based upon the number of bedrooms in each apartment. The specific fee is as follows:

NUMBER OF BEDROOMS (FEE FOR EACH APARTMENT)

One = \$150 Two = \$250 Three = \$350 Four = \$450

Five = \$550 PLUS \$100 for each bedroom in excess of 5

(2) For multi-unit apartment complexes, the fee is based upon the number of apartment units in the complex. The specific fee is as follows:

NUMBER OF UNIT APARTMENTS (FEE FOR EACH COMPLEX)

4 to 50 = \$1,000 51 to 100 = \$1,500 101 to 200 = \$2,500 Over 200 = \$5,000

This license is effective for one year starting January 1st and expiring December 31st each year.

Please (re) apply for said license by completing the enclosed application and return it together with the required fee payable to THE VILLAGE OF PORT JEFFERSON. In addition, please schedule an appointment for an inspection of the subject apartments. For your convenience, appointments are available after 5:00 p.m. If you have any questions, please do not hesitate to call.

Encl



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APPLICATION FOR APARTMENT LICENSE

Pursuant to Chapter Article IX, § 161-33 of the Port Jefferson Village Code

MUST SUBMIT A COPY OF THE BUILDING STRUCTURE CERTIFICATE OF OCCUPANCY

Date: _____ Section/Block/Lot: _____ Fee: _____ (see below fee schedule)

Applicant (Owner of Property): _____ Telephone : _____

Property Address: _____ Applicant E-Mail: _____

Corporations Only; Name, Address & Phone No. of Business Owner or Officers: _____

(1) For a building containing an apartment or apartments consisting of the following number of bedrooms, the following shall be due for each apartment.

NUMBER OF BEDROOMS (FEE FOR EACH APARTMENT) Choose One
One =\$150 Two = \$250 Three = \$350 Four = \$450
Five = \$550 PLUS \$100 for each bedroom in excess of 5

Number of Apartments _____ Number of Bedrooms _____

FOR APARTMENT BUILDINGS: Number of Units in Building _____

(2) For multi-unit apartment complexes containing the following number of apartments, the following fees shall be due for each complex:

NUMBER OF UNIT APARTMENTS (FEE FOR EACH COMPLEX) Choose One
4 to 50 = \$1,000 51 to 100 = \$1,500 101 to 200 = \$2,500 Over 200 = \$5,000

Have there been any changes or alterations to the building in the last twelve (12) months? _____

**THIS LICENSE /PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE.
ANY CHANGE IN THE USE, OCCUPANCY OR OWNERSHIP OF PREMISES SHALL REQUIRE A NEW LICENSE / PERMIT.**

APPLICANT PRINT NAME _____

APPLICANT SIGN NAME _____ DATE _____

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

TO BE COMPLETED BY INSPECTOR

Certificate of Occupancy for structure submitted? YES NO

Fee Paid: YES NO Date Paid: _____ Amount Paid:\$ _____

Scheduled Inspection Date: _____

Number of Apartments: _____ Number of Bedrooms: _____

Violations: _____

Comments: _____

Effective Date: _____ Expiration Date: _____

Approved: _____ Date: _____

Inspector Signature