

1. General Information

Any property or dwelling unit being used as a rental property requires a permit through the Department of Technical Services. Exempt are owner occupied properties with three or less dwelling units on one tax parcel; or rental properties with multiple dwelling units and common areas that require operating permits from the Town of Greece.

2. Why Do I Need a Permit?

All permit applications and inspections are based on local and state codes which ensure the preservation of property and the protection of life.

3. Where Do I Get a Permit?

A property owner, or his/her agent (property manager), may apply for a building permit at the Greece Town Hall, 1 Vince Tofany Blvd., Monday through Friday 9am – 5pm.

4. Permit Submittal

From the applicant, the following items will be required for the issuance of a rental property permit:

- A completed permit application
- A detailed floor plan showing the layout of the interior
- Proper identification

5. How Long Does It Take To Get a Permit?

All permit applications are handled on a first come, first served basis. Arrangements for inspection should be made as soon as possible to confirm the safety of the property and inspections will be performed prior to the issuance of a Certificate of Compliance.

6. Inspections

An inspection of the premises within **90 days** of the

issuance of the rental permit is required. At the time of inspection, the applicant will be notified of any issues that will need corrections. Once corrections are made, a Certificate of Compliance will be issued and is valid for a period of three years.

7. Fees

A permit fee is required, and an application must be completed and submitted to the Technical Services Department at 1 Vince Tofany Blvd. Please contact the Technical Services Department at (585) 723-2443 for additional information.

Additional Information and Services:

Town of Greece Animal Control – (585) 581- 4025

Department of Public Works – (585) 225 – 4590

Electrical Inspection Agencies:

- Commonwealth Electrical – (585) 624-2380
- Middle Department Inspect. Agency – (585) 454-5191
- New York Electrical – (585) 230 -4186

Housing Council – (585) 546 – 7300

M.C. Dept. of Health - (585) 753 – 2991

M.C. Water Authority – (585) 442 - 7200

RG&E – 1-800-743-2110 (Customer Service)
1-800-743-1701 (Emergency Contact)

Red Cross – (585) 241- 4400

Town of Greece – (585) 225 - 2000



Carbon Monoxide Alarms

At its meeting held on December 16, 2009, the State Fire Prevention and Building Code Council determined that adopting this rule on an emergency basis was required in order to comply with legislation, Amanda’s Law, which went into effect on February 22, 2010. This preserves public safety by clarifying requirements for Carbon Monoxide Alarms.

Who does Amanda’s Law apply to?

Amanda’s Law shall apply to all new and all existing buildings without regard to date of construction. Per New York State Building Codes, for homes build prior to January 1, 2008 a carbon monoxide alarm shall be installed in each of the following locations: “Within each dwelling unit or sleeping unit, on the lowest story having a sleeping unit... the alarm shall be clearly audible in all sleeping areas.”

For homes built on/after January 1, 2008, additional requirements would pertain per the New York State Residential Code as to the number and placement of such carbon monoxide detectors.

All Carbon Monoxide Alarms shall be listed and labeled as complying with UL 2034 or CAN/CSA 6.19, and shall be installed in accordance with the manufactures installation instructions and the New York State Building Codes.

Battery operated or “plug in” type Carbon Monoxide Alarms are acceptable when “hard-wiring” of such devices is not viable.

For additional information regarding Carbon Monoxide Alarms contact the Town of Greece Technical Services.

Smoke Detectors

In accordance with the requirements of the *New York State Residential Code*, Smoke Detectors shall be required in all dwelling units. Smoke Detectors shall be installed in the following locations:

- In each sleeping room
- Outside of separate sleeping area in the immediate vicinity of the bedrooms
- On each additional story of the dwelling, including basements (but not including crawl spaces and uninhabitable attics). In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice provided the lower level is less than one full story below the upper level.

Smoke alarms shall be permitted to be battery operated when there is no proposed repair, alteration, change of occupancy, addition or relocation to the dwelling unit(s) in accordance with the *New York State Residential Code*.

Common Inspection Procedures

- An adult (18 years of age or older) must be on site at the time of inspection and be an authorized representative for the property owner.
- The inspector will complete an inspection report and record any violations.
- All non-life and safety violations must be corrected within the 90 day permit authorization period.
- After the deficiencies have been corrected or completed, a re-inspection must be scheduled.

When all required inspections are completed, a Certificate of Compliance will be issued in a timely manner. The Certificate of Compliance will be valid for a period of 3 years.

For additional information concerning Rental Property Permits, contact the Town of Greece Technical Services Department.
(585) 723-2443

Town of Greece
1 Vince Tofany Boulevard
Greece, New York 14612

Town of Greece

Technical Services

William D. Reilich, Supervisor



Rental Property Permits

Residential rental properties within the Town of Greece must comply with Chapter 162A of the Code of the Town of Greece.

