



**APPLICATION FOR RENTAL PROPERTY
PERMIT
TOWN OF GREECE TECHNICAL SERVICES**
1 Vince Tofany Blvd,
Greece, NY 14612
(585) 723-2443

Property Address: _____

of Dwelling Units: _____

Date: _____

Owner Information:

Name: _____

Address: _____

Primary Telephone Number: _____

Secondary Telephone Number: _____

Email: _____

Business Information:

Name: _____

Address: _____

Primary Telephone Number: _____

Secondary Telephone Number: _____

Email: _____

Property Manager Information:

Name: _____

Address: _____

Primary Telephone Number: _____

Secondary Telephone Number: _____

Email: _____

This permit expires **90 days** from the date of issuance. The Applicant or owner agrees to comply with all applicable laws, regulations and conditions expressed on the application. In addition, the owner will allow the Building Inspector (or authorized representative) to enter the premises for any required inspections.

Owner Signature: _____

For Official Use Only

Permit Review

Received by _____

Reviewed by _____

Date Reviewed: _____

Permit Package Check List

Floor Plan _____

Proper Identification _____

ORPS Screen _____

Permit Fees

Base Fee \$150.00

Additional Tenant Units () x \$10 = _____

TOTAL PERMIT FEES \$ _____



Rental Property Inspection Checklist Town of Greece Technical Services

General Items to be reviewed in the Inspection of a typical Rental Property

Building Exterior

- Roof waterproof and maintained
- Walls, foundations, chimney maintained
- Doors and windows maintained
- Porches solid and maintained
- Guardrails on porches over 30" high / Handrails on stairs
- House numbers
- Yard free of debris and junk
- Accessory structures maintained
- Pool maintained and secured
- Unlicensed Vehicles

Building Interior

Emergency Systems

- Carbon monoxide detectors per code
- Smoke detectors per code

Electrical Systems

- Exterior service lines secure and protected
- Switches, outlets and fixtures are operable
- Adequate access and clearance around panel box

Third Party Electrical Inspection Required: Yes / No

Mechanical Systems

- All ductwork and venting will be properly sealed and functional
- All gas piping per code
- Gas inserts and fireplaces present / operable
- Heating equipment is able to maintain 68 degrees F

Plumbing Systems

- Installed correctly with no leaks or drips
- Functioning drains, proper traps and covers
- Backflow prevention present as required
- Cross connections

Habitable Spaces

- Walls, floors and ceilings intact and maintained
- Unobstructed egress within and out of home
- No rubbish or garbage accumulation, infestations
- Interior doors intact and operable
- Exterior windows intact and operable
- Handrails and guards

Additional third party certifications maybe required prior to obtaining the Certificate of Compliance (at the discretion of the Building Inspector).