Jeffery L. McCann
Supervisor

TOWN OF GREECE

TECHNICAL SERVICES DEPARTMENT
1 VINCE TOFANY BOULEVARD • GREECE, NEW YORK 14612
www.greeceny.gov

Short-Term Rental Property Application

Definition - A property upon which is located a building or buildings or structure or structures which include one or more rental dwelling units, and one or more of the dwelling units is occupied or used by one or more persons other than the owner as a home or residence for a period of less than three months under an arrangement whereby the occupant or occupants thereof pay rent for such occupancy and use. Short-term rental properties include, but are not limited to, vacation rental homes and what are commonly referred to as "bed-and-breakfast" establishments. ***Short-term Rental Property permits must be renewed yearly***

Property Address:_____

# of Dwelling Units:_____

Owner/Business Information:

Name: _____

Address: _____

_____
City State Zip Code

Primary Telephone Number:_____

Email: _____

Property Manager Information:

Name: _____

Address: _____

_____
City State Zip Code

Primary 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:_____ **Date:**_____

For Official Use Only

Permit Review

Received by _____

Reviewed by _____

Date Reviewed:_____

Permit Fees

Short Term Rental Fee +$150.00

Additional Tenant Units (_____) x $10 =_____

TOTAL PERMIT FEES $_____

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I, _____, am the owner/agent of the property located at

_____, which is a permitted Short Term Rental property in the Town of Greece. I have received the Town of Greece Short Term Rental Properties Code of Conduct. I agree to post the said Code of Conduct at the premises of the above address and on all online advertisements for the above address.

_____ _____

Property Owner/Agent Signature Date

Rental Properties within the Town of Greece must comply with Chapter 162A of the Code of the Town of Greece. If you have any additional questions, please contact 585-723-2354.

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

1. **General Information**
   Any property or dwelling unit being used as a rental property requires a permit through the Technical Services Department.

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 Rental Permit at the Building Counter at the Greece Town Hall, 1 Vince Tofany Blvd, weekdays from 9am-5pm or online at the Town of Greece website. (www.greeceny.gov).

4. **Permit Submittal**
   From the applicant, a completed permit application must be submitted for the issuance of a Rental Permit.

5. **How Long Does It Take to Get a Permit?**
   All permit applications are handled on a first come, first served basis. Arrangements for inspections should be made as soon as possible to confirm the safety of the property. Inspections will be performed prior to the issuance of a Certificate of Compliance.

6. **Inspections**
   An inspection of the premises is required within 90 days of the issuance of the Rental Permit. 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. **Scheduling and Inspection**
   To schedule an inspection, please call the Town of Greece Code Compliance Office at 585-723-2354 along with any other Rental questions.

8. **Fees**
   Rental Permits are $150 per dwelling. If there are any additional units on that property, there will be a $10 fee add on per unit. An application must be completed and submitted to the Technical Services Department at 1 Vince Tofany Blvd.

Smoke Detectors
In accordance with the requirements of the New York State Residential Code, smoke detectors shall be required in all dwelling units. Smoke

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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 NYS Residential Code.

Carbon Monodixe Detectors
Amanda's Law, which went into effect on February 22, 2010, preserves public safter by clarifying requirements for carbon monoxide alarms. 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 manufacturer's installation instructions and the New York State Building Codes. Battery operated or "plug in" type carbon monoxide alarms are acceptable when "hardwiring" of such devices is not viable. There must be a carbon monoxide detector per this code.

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 (one on each level including a full basement) Smoke detectors per code (one on each level including a full basement, inside each sleeping room, and outside of each sleeping room)

Electrical Systems
• Exterior services lines secure and protected • Switches, outlets and fixtures are operable • Adequate access and clearance around panel box

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 68ºF

Plumbing Systems
• Installed correctly with no leaks or drips • Functioning drains, proper trips 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

Short-Term Rentals Only 162A-7

Refer to code section 162A-7.A.3

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- All properties purchased between August 18, 2021, and March 13, 2023 are eligible for Short-Term Rental. Property owners must provide documentation proving date of purchase.
- Properties purchased prior to this time frame can be eligible for renewal, IF they have maintained current permits and applications per code section 162A-7.

Refer to Code Section 162-A7B5

- All permit renewal applications must be submitted 30 days or more, PRIOR to your current expiration date. The Town WILL DENY any permit renewal applications submitted that do not meet this time frame. THE TOWN DOES NOT SEND REMINDERS. It is the property owner's responsibility to comply with the code.

Required documents for application per code section 162A-7A2

- The names, permanent residence addresses, telephone numbers, and e-mail addresses of all owners of the property. Or, if the property is owned by a business, the tax ID number and name, address, telephone number, and e-mail address of the owner-entity's agents or representative.
- A floor plan identifying the location of each conventional bedroom, exit, and the fire protection system. This can either be computerized or hand drawn to scale.
- A listing of each avenue through which the premises are listed for rental. This can be screenshots of the listings.
- Proof of liability insurance for the premises with aggregate policy limits in an amount no less than $1,000,000.
- Written acknowledgement of receipt of the Town's code of conduct and this chapter, which tenants will be expected to abide by.
- A copy of a posting of emergency contact information. Such information shall include the name, addresses and phone numbers of the building owner(s) and instructions on dialing 911 for emergency/fire/ambulance assistance

Refer to Code Section 162A-7D

- The Town of Greece Code of Conduct is required and is to be posted or presented in a general area
- A copy of the posting of Emergency Contact Information is to be posted or presented in a general area
- Each premises must have at least 2 parking spots
- The homeowner is required to send tenant/guest lists to the Building Inspector regularly. This can be determined by the inspector and the homeowner or property management.
- ALL TOWN AND NYS PROPERTY MAINTANENCE CODES APPLY TO SHORT-TERM RENTAL PROPERTIES

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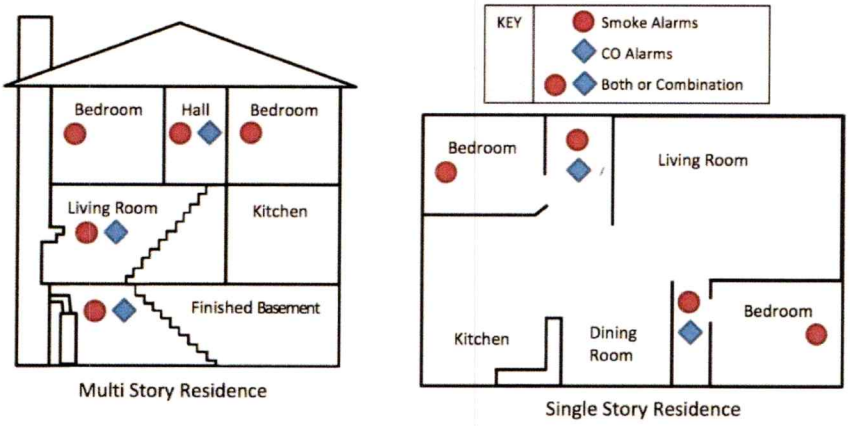
Department of Technical Services

One Vince Tofany Boulevard, Greece, New York 14612
Phone: (585) 723-2443 Fax: (585) 723-2457

SMOKE and CARBON MONOXIDE ALARM REQUIREMENTS



Multi Story Residence

Single Story Residence

Whenever interior alterations, repairs, additions or conversions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke and carbon monoxide alarms, as required for new dwellings. The required smoke and carbon monoxide alarms must be hardwired (120 volt) with battery backup and interconnected. The alarms shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exception: Where smoke and carbon monoxide alarms are missing and are not previously hardwired on the basement, first floor and second floor.
Newly installed smoke and carbon monoxide alarms shall be permitted to be 10 year sealed lithium battery operated.

This exception only applies when there is not any electrical work associated with the basement, first floor and second floor.

Smoke alarms are required to be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and cellars, but not including crawl spaces and uninhabitable attics.

Carbon monoxide alarms are required to be installed in the following locations:

1. On any story of a dwelling unit or sleeping room where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached garages are located.

Combination smoke and carbon monoxide alarms are permitted, provided the alarm is listed for such use and has distinctly different alarm signals for smoke or carbon monoxide alarm activation.