

Peter I. Cavallaro, Mayor  
Steven L. Corte  
Beaumont A. Jefferson  
Vincent Abbatiello  
Pedro Quintanilla

Chrissy Kiernan  
Village Clerk

**Village of Westbury**  
DEPARTMENT OF BUILDINGS  
235 Lincoln Place, Westbury, NY 11590  
P: 516-334-1700 F: 516-334-7388

Joseph Brillantino  
Superintendent of Buildings

## Rental Permit Renewal Notice

To: \*HOMEOWNER  
\*MailingAddy  
\*City, \*State \*Zip

\*Date

### RE: \*RENTAL

Our records indicate that the Rental Permit for the premises mentioned above is either due for renewal or nearing its expiration date. To renew the permit, please find enclosed an application that must be completed and returned to the Department of Buildings (Attn: Rental Division). Along with the application, please include a check for the appropriate fee(s) made payable to the Village of Westbury. We request you to complete this process within the next ten (10) days. Additionally, before issuing the permit, an inspection of your rental unit(s) is required.

- **\$250.00 per unit:** 1, 2, or 3 family dwellings (*non-owner occupied*)
- **\$ 50.00 per unit:** 1, 2, or 3 family dwellings (*owner occupied*)
- **\$250.00 per unit:** Multiple dwellings located in a Residence A, AA, B, or C Zoning Districts
- **\$ 75.00 per unit:** Multiple dwelling (*4+ units*), townhomes, units above commercial space
- **\$ 25.00 per unit:** owner occupied by senior citizen

**\*\*\*All fees will be doubled if rental permits are not filed within  
45 days of notification to renew\*\*\***

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**Instructions for Rental Permit Application**

Please fill out the application in full. All information must be sworn or affirmed under penalty of perjury. Proof of owner's occupancy in the premises must be submitted if applicable.

After you have submitted the application, you must contact the Building Department at (516) 334-1700 ext. 124 or 123 to schedule an appointment for an inspection of the premises. The inspection will ensure that the premises are suitable for rental occupancy under local and state law. Permits are valid for a duration of two years from the date of application.

Please remember that the Village Code prohibits the following:

- Renting a residential dwelling unit without a permit
- Listing, soliciting, advertising a rental dwelling unit without a permit (including exhibiting or showing the unit for the purposes of renting the unit)
- Accepting a deposit of rent or security or commission in connection with the rental of a rental dwelling unit without a permit
- Publishing a listing, advertisement or offer to rent or lease a rental dwelling unit, unless the listing includes the rental occupancy permit number in the listing.
- Cellars and Attics may **NEVER BE USED** as habitable space.

*\*The fines for violations of the above can be as much as \$1,000 for a first offense\**

**PERMIT FEE SCHEDULE**

The applicable fees depend on whether the premises are owner occupied

**PREMISES WHICH ARE OWNER OCCUPIED:**

\$ 50.00 per rental unit: 1, 2, or 3 family dwelling

\$ 25.00 per rental unit: if owner is a senior citizen (62+ years old; must include proof of senior status)

*\*You must submit adequate proof of occupancy (driver's license, current utility bill, etc.) You may only claim occupancy at one address in the Village\**

**PREMISES WHICH ARE NOT OWNER OCCUPIED:**

\$250.00 per rental unit: 1, 2, or 3 family dwellings

\$250.00 per rental unit: multiple dwelling (4+ units) located in a Residence A, AA, B, or C Zoning Districts \$

\$ 75.00 per rental unit: multiple dwelling (4+ units), townhouses, and units above commercial space, including all rental units in the MU-TOD Zone.

**\*\*Fees are DOUBLED if rental permits are not filed within 45 days of notification to renew\*\***

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RENTAL APPLICATION

NEW

RENEWAL#

*\*Please note that failure to answer completely may result in denial of your application\**

ADDRESS OF PREMISES: \_\_\_\_\_ **Westbury, N.Y. 11590**

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

OWNER OF PREMISES: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

**\*\*REMEMBER THAT IT IS ILLEGAL TO USE CELLARS AND/OR ATTICS AS HABITABLE SPACE\*\***

**A. Information regarding rental unit:**

- Rental unit is presently:  OCCUPIED  VACANT
- Premises description:  SINGLE FAMILY  TWO FAMILY  
 OTHER (describe: \_\_\_\_\_)
- Total number of rental units in structure: \_\_\_\_\_
- Description of each dwelling unit in structure including any unrented units occupied by owner or owner's family:

	TYPE (Apt., Room, House, etc.)	# OF ROOMS PER UNIT AND DIMENSIONS OF BEDROOMS	UNIT LOCATION IN PREMISES (1 <sup>st</sup> , 2 <sup>nd</sup> , Front, Rear, etc.)	# OF PERSONS OVER AGE 18 IN EACH UNIT	# OF PERSONS UNDER AGE 18 IN EACH UNIT
UNIT #1					
UNIT #2					
UNIT #3					

(ATTACH ADDITIONAL SHEET IF REQUIRED FOR ADDITIONAL UNITS)

**B. Managing Agent:**

If property is managed by person other than the owner, provide the following:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

**C. Insurance Information:**

Name and address of insurance company providing fire and other hazard and public liability insurance for the premises: \_\_\_\_\_

Describe the insurance provided, including types and policy limits for each coverage, policy, numbers, and expiration dates: \_\_\_\_\_

**D. I have attached the following required documents to this rental permit application:**

- Survey of the premises (required for all initial applications).
- If not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, drives, and parking facilities.
- For condominiums only, a scale drawing or floor plan of the condo unit in lieu of the above.
- A building permit application for all proposed buildings, improvements, and alterations to existing buildings, if any (required only for proposed changes).

**E. Parking Facilities:**

All rental dwelling units are required to have a minimum of one (1) paved on-site parking space for the structure and one (1) additional paved space for each rental dwelling unit on premises, unless an exemption is granted by the Building Inspector because compliance is impossible due to size, configuration, topography, or structural coverage.

1. Number of on-site parking spaces provided or to be provided:

a. for structure: \_\_\_\_\_

b. for each dwelling unit: \_\_\_\_\_

Total spaces: \_\_\_\_\_

2. Do you claim an exemption pursuant to §248-289B due to impossibility of compliance?

NO

YES (please explain the hardship: \_\_\_\_\_

\_\_\_\_\_) )

3. I, \_\_\_\_\_, the owner of the premises listed above, affirm that I am fully aware of the parking requirements of the Code, and I hereby grant permission to my tenant to use one on-site parking permit per dwelling unit (or other, as described herein by the Building Department: \_\_\_\_\_). I further affirm that I am aware that failure to comply with this parking requirement may cause my rental permit to be revoked.

\_\_\_\_\_(signature)

**F. Smoke and Carbon Monoxide Detector Information:**

Detector Location (ex: 1 <sup>st</sup> fl. Hall, 2 <sup>nd</sup> fl. Master Br., 2 <sup>nd</sup> fl. Kids room)	Detector Type	Battery Replaced? (No or Yes and Date)	Detector securely installed? (Yes or No)	Date of Testing

Name of person/agency testing detector: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Signature of person testing detector: \_\_\_\_\_

I SWEAR OR AFFIRM UNDER THE PENALTIES OF PERJURY, PURSUANT TO NYS PENAL LAW §210.45, AS TO THE TRUTH OF THE ABOVE INFORMATION.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE PRINT

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Permit Approval Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Rental Permit Number: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Type of Dwelling: \_\_\_\_\_

Inspector: \_\_\_\_\_

Inspection Date(s): \_\_\_\_\_

Approved

Denied

Refused Entrance

Applicant must renew permit by: \_\_\_\_\_

\$ \_\_\_\_\_ \* \_\_\_\_\_ = \$ \_\_\_\_\_  
FEE NUMBER OF UNITS SUBTOTAL

\$ \_\_\_\_\_ \* \_\_\_\_\_ = \$ \_\_\_\_\_  
LATE FEE NUMBER OF YEARS SUBTOTAL

\$ \_\_\_\_\_ TOTAL FEES PAID:  CASH RECEIPT NO. \_\_\_\_\_  
 CHECK CHECK NO. \_\_\_\_\_  
 MONEY ORDER ORDER NO. \_\_\_\_\_