



City of Plattsburgh
Office of the Building Inspector

41 City Hall Pl
Plattsburgh, NY 12901
Ph: 518-563-7707
Fax: 518-563-6426

buildinginspector@cityofplattsburgh-ny.gov

City of Plattsburgh, NY Rental Registration Application

Pursuant to the City of Plattsburgh Rental Registry Law, the owner of each building containing High Occupancy Rental Units* shall register the building with the City Code Enforcement Office. **UNREGISTERED RENTAL PROPERTIES ARE UNLAWFUL.**

Permits will be issued for any residential rental dwelling subject to the Rental Registry Law upon the owner making application and certifying under oath and subject to perjury that said dwelling is in compliance with all applicable City and State Codes, Statutes, Laws, Ordinances and regulations. At the request of and with the consent of the owner, the Code Enforcement Official shall inspect the property for compliance within the life of the permit.

A permit is valid for 3 Years from the date of approval. A renewal permit must be submitted 3 months prior to expiration of a permit. After an application is approved an inspection date and time will be scheduled. All fees must be paid for a permit to be approved. Owners with multiple properties must submit an application for each property. A Rental Registry Permit is not transferable to a new owner. In the event of a sale or other transaction a new permit must be applied for by the new owner within 5 business days of a transaction.

The applicant is advised that, in addition to any other remedies available under the law, any owner of a property which contains a building with High Occupancy Rental Units* who fails to comply with the minimum requirements of the City of Plattsburgh Rental Registry Law, must comply by applying for and obtaining a Rental Permit pursuant to the City of Plattsburgh Rental Registry Law, and given probable cause are subject to revocation or nonrenewal. Furthermore, the owner shall also be subject to all penalties set forth in said City of Plattsburgh Rental Registry Law.

* The following examples shall be considered High Occupancy Rental Units. Rental of single family residence or units within a duplex to more than four unrelated individuals who do not otherwise qualify as a “family” or “functional equivalent of a family”, or the rental of multi-family dwelling units.

Fees

3 Year Rental Permit -	\$100 / Unit (Initial Inspection and 2 follow up inspections included) Or \$40/Unit/year for 3 years
Re-inspection after 2 failed follow ups -	\$50 / visit
Missed Inspection date / time -	\$50 / property (without 24 hour notice)



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Application for Registration of Rental Housing

Address of Rental Property: _____ **Date:** _____

Tax Map Parcel ID: _____

Applicant/Owner Information

Owner Name*: _____

Owners Physical Address: _____

PO Box (If applicable): _____

Phone Number: _____

Email: _____

Other Responsible Agent: _____

Agent Phone Number(s): _____

Agent Email: _____

***If there is more than one owner, please list each and every owner.**

Additional Owner Name & Address: _____

Additional Owner Phone & Email: _____

Additional Owner Name & Address: _____

Additional Owner Phone & Email: _____

Additional Owner Name & Address: _____

Additional Owner Phone & Email: _____

If this Property is owned by a corporation, partnership, LLC, or any other business entity please fill out information below:

Responsible Agent: _____

Agent Address: _____

Agent Phone Number: _____

Agent Email: _____



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Property Information

Number of Dwelling Units: _____

Dwelling Units Information

	<u>Street Address</u>	<u># of Bedrooms</u>	<u>Square Footage</u>	<u>Max Tenants</u>	<u>Lease</u>
Unit 1	_____	_____	_____	_____	Y/N
Unit 2	_____	_____	_____	_____	Y/N
Unit 3	_____	_____	_____	_____	Y/N
Unit 4	_____	_____	_____	_____	Y/N
Unit 5	_____	_____	_____	_____	Y/N
Unit 6	_____	_____	_____	_____	Y/N
Unit 7	_____	_____	_____	_____	Y/N
Unit 8	_____	_____	_____	_____	Y/N

For additional units please attach an added sheet with the same information.

Please list any Pre-existing Non-conforming conditions you believe this property is granted:

Information Certification

I declare under penalty of perjury that I am the property owner, or the Authorized Agent of the owner, for the address above and I personally filled out the above information and certify its accuracy.

Print Owner/Agent Name

Signature

Date



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Property Self-Verification Certification

AFFIDAVIT OF COMPLIANCE By affixing my signature and initialing the requirements of the City of Plattsburgh Rental Registry Law and the New York State Uniform Fire Prevention and Building Code listed below, I, _____, being duly sworn, deposes and states: The property located at _____, in the City of Plattsburgh, in the County of Clinton, in the State of New York is in substantial compliance with the City of Plattsburgh Rental Registry law and the New York State Uniform Fire and Building Code regarding but not limiting to, the following smoke alarm and carbon monoxide detector, interior and exterior requirements.

SECTION I. A. Smoke Alarms - I state under oath that this property is substantially in compliance with the City of Plattsburgh Rental Registry Law and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm requirements:

- _____ Each room used for sleeping purposes contains a smoke alarm.
- _____ The ceiling or wall in the immediate vicinity outside each separate sleeping contains a smoke alarm.
- _____ There is a smoke alarm on each story of the dwelling unit, including the basement (This does not include crawl spaces and uninhabitable attics).

B. Carbon Monoxide Alarms - I state under oath that this property is substantially in compliance with the City of Plattsburgh Rental Registry Law and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

- _____ Carbon monoxide detection shall be installed in residential buildings and commercial buildings in all rooms, occupiable space, dwelling units, sleeping areas, and sleeping units that contain a fuel-burning appliance or system.
- _____ Carbon monoxide detection shall be installed in a central or otherwise approved location within 10 feet (3048 mm) of the entrance to sleeping areas and sleeping units in residential buildings that contain an attached garage.

I state under oath, as a Compliant Landlord Applicant of this property, located within the City of Plattsburgh, that I have an ownership interest in, is in substantial compliance with the City of Plattsburgh Rental Registry Law and New York State Uniform Fire Prevention and Building Code with regard to the Smoke Alarm & Carbon Monoxide Detector requirements stated above.

Signature: _____ Date: _____



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Section II. Exterior of the Dwelling - I state under oath that this property is substantially in compliance with the City of Plattsburgh Rental Registry Law and New York State Uniform Fire Prevention and Building Code regarding the exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

_____ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound (i.e. free of holes, cracks, and capable of supporting imposed loads.

_____ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, (i.e. keep water from entering the structure and prevent undue heat loss) and there are no parts of the structure that show evidence of wet/dry rot or other deterioration.

_____ All exterior wood surfaces have a protective coating to prevent deterioration.

_____ All buildings shall have approved 4" address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

_____ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.

I state under oath, as a Compliant Landlord Applicant of this property, located within the City of Plattsburgh that I have an ownership interest in, is in substantial compliance with the City of Plattsburgh Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to Exterior of the Dwelling requirements stated above

Signature: _____

Date: _____

Section III: Interior of the Dwelling - I state under oath, as a Compliant Landlord, that the properties within the City of Plattsburgh that I have an ownership interest in are in substantial compliance with the City of Plattsburgh Rental Registry Law and New York State Uniform Fire Prevention and Building Code with regard to interior of the dwelling requirements including, but not limited, appliances and other interior structures:

_____ In the area of the cellar/basement: the furnace, hot water tank, venting, gas shut off, drip tube, and basement stairs are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

_____ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.



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_____ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

_____ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

I state under oath, as a Compliant Landlord Applicant of this property, located within the City of Plattsburgh that I have an ownership interest in, is in substantial compliance with the City of Plattsburgh Rental Registry Law and New York State Uniform Fire Prevention and Building Code with regard to Interior of the Dwelling requirements stated above:

Signature: _____ Date: _____

PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the know ledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant. THIS APPLICATION MUST BE NOTARIZED

Print Name _____ Signature _____

Relationship of Signatory to Owner: _____ Date: ___/___/_____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public

For Official use only Received By: _____

Cash _____ Check# _____ Money Order: _____

Amt \$ _____