



Village of Bellport

Rental License – Quick Instructions

If you plan to rent your property for any length of time (short-term or long-term), you must obtain a Rental License from the Village of Bellport.

1. Obtain Application

Call Village Hall, contact the Building Department or visit the Village of Bellport website and go to forms or the Building Department page to obtain a Rental License Application

2. Complete the Application

Fill out all required sections, including owner information and property details.

3. Prepare Required Documents

Attach the following:

- Floor Plan (hand-drawn with dimensions is acceptable)
- Certificate of Occupancy, Zoning Compliance, or Non-Conforming Use**
- Entity documents (if applicable)

4. Choose an Inspection Option

You have two options:

- Village Inspection (\$375.00 fee)
- Private licensed Engineer/Architect certification (\$100.00 fee)

5. Submit Application and Payment

Submit the completed application with payment. (See Number 4 for application fee)
Accepted payment methods: cash, check or credit card (2.5% fee applies).

6. Arrange for an Inspection

If using a Village Inspector, wait for Village employee to call you to arrange an appointment for inspection.

7. Receive your License

Once approved, your Rental License is valid for 15 months. Renewal must be completed 90 days prior to expiration.

Questions?

Please contact the Village of Bellport Building Department
Please 631-286-0327 (option #2)

** If none exist, contact the Building Department for help.



Village of Bellport: Rental License Application

Building Department | 29 Bellport Lane, Bellport, NY 11713

All rental dwelling units in the Village must be licensed. Licenses are valid for 15 months.

SECTION 1: PROPERTY INFORMATION

Street Address: _____

Structure Type: 1-Family 2-Family 3-Family Other

SECTION 2: OWNER INFORMATION

If owned by an individual, please fill out the following:

Full Name(s): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Per Section 25-3 (B) (i) (1) a local representative must be provided if the owner is domiciled more than thirty (30) miles from the rental dwelling. Please local representative below:

Local Representative: _____

Contact Information: Phone: _____ Email: _____

If property is owned by an entity, please indicate which:

Corporation Partnership Association LLC Other

Entity Information:

- Entity Name(s): _____
- Authorized Officer's Name: _____
- Mailing Address: _____
- Phone Number: _____ Email: _____

SECTION 3: THIRD PARTY

If you are the owner and **WILL BE USING AN AGENT** (i.e. Realtor, Expeditor, etc) to obtain the rental license, please provide the following information:

Agent Name: _____

Phone: _____ Email: _____

Authorization: I, _____ (print owners name), authorize the agent listed above to act on my behalf in all matters concerning this application.

SECTION 4: UNIT DETAILS & FLOOR PLAN

Total Number of Rental Units in Structure if other than single-family home: _____
On-Site Parking: Location of parking if apartment unit _____

Please ensure the following documents are attached to this application:

Floor Plan: A description of the structure and dimensions of all rooms.
Floor plans can be hand drawn with dimensions if professional floor plans are not available.

Certificates: Copy of Certificate of Occupancy, Zoning Compliance, or Non-conforming Use
If none exist, contact Marylou Bono in the Building Department, 631-286-0327, Option #2.

Entity Documents (i.e. Certificate of Incorporation, Articles of Organization)

Inspection Election:

I request an inspection by a Village Building Inspector.

I will provide a certified report from a licensed Engineer or Architect.

SECTION 5: APPLICATION FEES:

\$375 for Village Inspection

\$100 for Self-Certification

Payment can be cash, credit card (there is a 2.5% fee), or check payable to the Village of Bellport

SECTION 6: TRANSACTIONAL DISCLOSURE SHORT FORM

Does any officer or employee of the Village of Bellport, member of an executive committee of a political party, grandchild or spouse of any of them, have an interest in this application by virtue of being the actual applicant, or his/her spouse, sibling, being the owner of the actual property or having an interest in the corporation, partnership or association making such application? [] Yes [] No

If yes, complete and submit the full Transactional Disclosure Form.

SECTION 7: SWORN STATEMENT & AUTHORIZATION

Pursuant to § 25-3(B), the owner must execute the following:

I, _____, being duly sworn, depose and say that I am the owner of the above-referenced property. I hereby certify that:

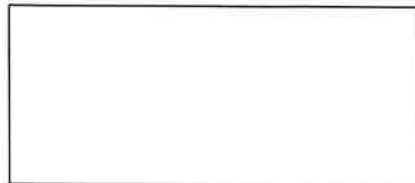
1. There are no existing or outstanding violations of any federal, state, county, or Village of Bellport laws, rules, or ordinances pertaining to this property.
2. The information provided in this application and all attachments is true and correct.
3. I understand that a Rental License is valid for **15 months** and must be renewed 90 days prior to expiration.
4. I understand as owner that I am responsible for violations of the Bellport Village Code that occur at the subject premises.

Owner's Signature: _____ Date: _____

Notary Public:

Sworn to before me this _____ day of _____, 20____

(Signature of Notary)



Notary Stamp



VILLAGE OF BELLPORT
RENTAL PERMIT CHECKLIST

Smoke detectors, as per New York State Residential Code Section R310 and listed in accordance with UL 217, must be installed:

- In each bedroom
- Outside each separate sleeping area in the immediate vicinity of the bedrooms – if bedrooms are in separate areas of the dwelling or on separate floors, there must be a smoke detector in the hallway or immediate vicinity of the bedrooms
- On each additional story, including basements and habitable attics
- Not less than 3 feet from the door of a bathroom containing a tub or shower
- Not less than 10 feet horizontally from a cooking appliance

Carbon Monoxide alarms, as per New York State Fire Code Section 915 and listed in accordance with UL 217, must be installed:

- On each habitable floor
- Outside bedrooms or sleeping areas (in hallways)
- In a basement or attic if there is a source of carbon monoxide (oil/gas burners, gas-powered HVAC systems, etc.)

Combination smoke/carbon monoxide alarms are allowable. All alarms must be interconnected so if one sounds, they all sound. Unless required to be hardwired, alarms must have a 10-year, sealed battery.

- Bedrooms below grade must have an egress window and well or a door that leads directly to the exterior of the dwelling.**
- All windows and doors must be free of obstructions.**
- Yards and courts shall be kept clean and free of physical hazards and debris. No automobiles shall be parked or stored in the front yard unless such vehicle is registered and parked on the driveway.**

Pools

- All doors leading directly to a pool must be alarmed
- All windows opening/leading directly to a pool must have latches above 48 inches high and when open, cannot allow a 4" in diameter sphere to pass through the opening
- All gates must be self-closing and self-latching
- The gate opening must swing away from the pool
- Hot tubs must be located inside a pool enclosure or be equipped with a compliant safety cover
- Lighting outlets, luminaires, and paddle fans must be installed at least five feet horizontally and more than 12 feet above the maximum water level.

This checklist is not all inclusive and all New York State Uniform Fire Prevention and Building Codes, and Village of Bellport Codes must be complied with.