



SHORT TERM RENTAL APPLICATION PROCESS & INFORMATION

1. Once the application is received and fees are paid and determined to be completed to our approvals and regulations, the Code Enforcement Officer/Building Inspector, will review all submitted materials for compliance. Please note that additional information may be requested.
 - **Fees due at time of submission \$75.00 application fee, \$50.00 operating permit, \$125.00 fire safety inspection fee, total of \$250.00 paid via cash, check or money order ONLY. NO CREDIT CARDS ARE EXCEPTED.**
2. Once the application is approved you will be notified by the Town of Saugerties Building Department to schedule the required Fire Safety Inspection. At this point you will not be given the permit; you will receive the permit if the Fire Safety Inspection passes. (Review sheet in packet to help you pass the first time).
3. Once the Fire Safety Inspection is completed and all passes for the property in question, we will call you or your property manager to pick up all the information we have for you, or we can mail it to you.
4. The **SHORT-TERM RENTAL APPROVAL is ONLY GOOD FOR 1 YEAR!** At which time the Building Department will notify the owner of the property and the property manager of record via mail and email to let you know that your permit has expired, and a renewal (\$125.00 + \$50.00) of \$175.00 is needed and a fire safety inspection is needed as soon as possible. **The Short-Term Rental IS NOT TO BE RENTED OUT IF THE PERMIT IS EXPIRED! If you are renting the property out with an expired permit, we will revoke your permit for the year, and you will have to do the process all over again and pay any associated fines.**
5. Make sure that you have read and reviewed The Town of Saugerties Short Term Rental Law attached in this packet.
6. Supply a floor plan of short-term rental. Make sure all is legible, can be hand drawn and of all floors of building that are used in the short-term rental. (see attached example).
7. Supply a copy of well the having been tested. Provide parking lot drawing details and ariel picture of where cars will be parked (see attached example). Provide report from chimney/stove company that additional heating systems have been inspected and are in working order (if pertains to property).
8. Have copies of you homeowners insurance policy attached with application and license number from the County Clerk's office showing you have registered with the County of Ulster New York.
9. Have emergency contact paperwork filled out and notarized and attached with application.
 - **Please be aware that if you change the emergency contact person for the property you are to notify our department within 5 business days of change.**