



### 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 reviewed 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, an electronic copy will be sent to owner's email.
4. The **SHORT-TERM RENTAL APPROVAL is ONLY GOOD FOR 1 YEAR!** At which time the Building Department will ONLY NOTIFY the OWNER of the property via mail 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, you may not be an STR and may be a campground or Bed and Breakfast.
6. Supply a floor plan of short-term rental. Make sure all is legible, can be hand drawn or pictures and of all floors of building that are used in the short-term rental. (see attached example).
7. Supply a copy that the well has been tested for bacteria only and passed. Provide parking lot drawing details and/or 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). **NOT FOR COOKING STOVES.**
8. Have copies of you homeowners insurance policy attached with application and copy of certificate issued from the Ulster County Dept. of Finance 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, the emergency contact has to be the one signing this form!
  - **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 and new form submitted.**

10. After the 3<sup>rd</sup> Renewal you are to supply new/up-to-date homeowners insurances polices, new water test (bacteria only), and cleaning reports of all furnaces / chimneys and any updated contact information.
  
11. If the owner of the property is living in the house and renting out a room or rooms to separate parties or to the same party then that property is a Bed and Breakfast and NOT a Short-Term Rental. If you are doing this then you need to get a building permit to change the use of the house from a single-family home to a bed and breakfast. If the house has more than 5 Bedrooms and 10 Guests then you ARE NOT A SHORT-TERM RENTAL you are an Inn and you have to go to the Planning Board for approvals.

As always if there are any questions, please reach out to the office at 845-246-2800 ext.331/333 and we will be happy to assist you.

Thank you,  
Building Dept. Staff