



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Rental Occupancy Permit Application Requirements

For an individual Rental Dwelling Unit.

Issued pursuant to chapters [2](#) and [28](#) of the Code of the Town of North Hempstead

Per [§2-103](#) of the Town of North Hempstead Code a Rental Occupancy Permit is required for all one and two-family homes, condos, townhouses, apartment complexes, multiple residencies and mixed-use occupancy buildings which are rented out. Rental Occupancy Permits are **valid for two (2)** years from the date the application is filed with the Town.

The proper fee must be submitted with the Rental Occupancy Permit Application. Fees for Rental Dwelling Units per structure are **\$300.00** for one (1) unit and **\$600.00** for two (2) units. An applicant over sixty-two (62) years of age, renting only one apartment in a house which is their primary residence, shall submit a single fee of **\$150.00**. Proof of age must be submitted with the application.

Fees are non-refundable and are ***due upon submission of your application***. ***A late fee of two (2) times the standard renewal fee may be charged for any Rental Permit Renewal Application filed more than thirty (30) days after the expiration of the previous Rental Application***. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.

Upon initial review of your application, you will receive a **Rental Occupancy Permit Application Affidavit**. The Affidavit must be signed by the ***owner(s) of the property***, notarized, and returned to us prior to the issuance of your permit.

Below is the list of documents required to be submitted with your application. Documents with a gray checkbox may not be required for all applications. Applicants filing for a Renewal must provide this information when applicable and when updating of information is necessary. Please [contact us](#) if you have further questions.



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<input checked="" type="checkbox"/>	<p>Property Survey - Property Surveys are required for all applications per Section 2-9.G of the Town Code. Surveys must....</p> <ul style="list-style-type: none">• ...be complete, legible, full size and to scale (forty (40) feet to one (1) inch.• ...include spot elevations at the existing building corners, spot elevation along the property lines at 25-foot intervals and spot elevations at every change in direction of the property line.• ...show all existing conditions on and above the ground.• ...provide dimension and setback distance information for all buildings and structures located on the premises.• ...be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.• In the case of a condominium unit, a scale drawing or floor plan of the condominium unit, in lieu of a survey is acceptable.
<input checked="" type="checkbox"/>	<p>Site Plan - If not shown on the survey a site plan, drawn to scale, showing all buildings, structures, walks, drives and other physical features of the premise and the number, location and access to existing and proposed onsite vehicle parking facilities must be provided.</p>
<input checked="" type="checkbox"/>	<p>Building Permits - If new construction, alterations, or improvements are being made, a properly prepared Building Permit is required.</p>
<input checked="" type="checkbox"/>	<p>Certificates - A copy of either the Certificate of Occupancy or Certificate of Existing Use. (if none, a completed application for same) is required. In addition, Certificates of Completion or Certificates of Approval issued to the property must also be provided.</p>



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Minimum Requirements for a Successful Rental Inspection

The items listed below must be addressed prior to receiving a Multiple Residence Inspection. While not meant to be all encompassing, compliance with these items is mandatory and increases the likelihood of a successful Multiple Residence Inspection.

Smoke Alarms:

- Smoke alarms shall be installed in each sleeping room (***bedroom***).
- Smoke alarms shall be installed in common areas in the immediate vicinity of bedroom(s) (***hallways, etc.***).
- Smoke alarms shall be installed on each additional story of the dwelling including basements (***not uninhabitable attics or crawlspaces***).
- **Smoke Alarms shall be installed in common hallways.**

Carbon Monoxide Alarms:

- Carbon monoxide alarms shall be installed within each dwelling on any story having a sleeping area.
- Carbon monoxide alarms shall be installed on any story where a carbon monoxide source is located (***ex. fuel fired appliances, solid fuel burning appliances [oil burners, gas burners etc.], fireplaces or attached garages***).

******Smoke and Carbon monoxide alarms must always be in working order. Combination Smoke/Carbon monoxide alarms may be utilized.***

Kitchen/ Bathroom(s):

- Hot and cold water must be provided.
- Sink(s), Toilet(s), Tub(s)/Shower(s) must be in proper working order.
- Flooring and Tub(s)/Shower(s) must be sound to prevent water penetration.
- Bathroom(s) shall have a working exhaust fan or operable window.

Miscellaneous:

- Electrical wiring must be properly installed and maintained.
- Electrical outlets must be in proper working order with covers.
- Plumbing systems/ fixtures must be in working order.
- Window(s) are required in habitable rooms (***bedrooms, kitchen, living room, den etc.***).
- Windows must be operable.
- Handrails are required for steps (***both interior and exterior***).
- All rooms must have appropriate floor covering.
- All rooms must have appropriate ceiling/ wall covering and lighting fixtures.
- Heating equipment must be in working order.
- No storage/combustible materials are permitted around heating equipment.
- Home must be free from infestation.
- Home must be maintained in a clean, safe, and habitable condition.

****Key locks are prohibited on bedroom doors.***