



**City of Plattsburgh
Office of the Building Inspector**

41 City Hall Place
Plattsburgh, NY 12901
Ph: 518-563-7707
Fax: 518-563-6426
Buildinginspector@cityofplattsburgh-ny.gov

City of Plattsburgh, NY Short Term Rental Registration Application

Pursuant to the City of Plattsburgh Short Term Rental Registry Law, the owner of each building containing *Short Term Rental Units shall register the building with the City of Plattsburgh Office of the Building Inspector. UNREGISTERED SHORT TERM RENTAL PROPERTIES ARE UNLAWFUL.

Short Term Rental Certificates will be issued for any Short Term Rental dwelling subject to the Short Term Rental Registry Law upon the owner or owner's agent completing the application and certifying under oath and subject to perjury that said dwelling (s) complies with all applicable City and State Codes, Statutes, Laws, Ordinances and regulations. The applicant will not be granted a certificate if any outstanding violations or monies, including, but not limited to property taxes, water or sewer fees, special assessments or any other fees are owed to the City of Plattsburgh.

Furthermore, failure to register or renew a Short Term Rental property will make the owner subject to all penalties set forth in said City of Plattsburgh Rental Registry Law.

The certificate is valid for 1 year from the date of approval. A renewal application must be submitted 3 months prior to expiration of a certificate. However, if there is an event or change in circumstance that would render the information in the registration form inaccurate, within five (5) business days of that event or change in circumstance the Owner shall apply for a new Short Term Rental Registration.

Upon receipt of a Short Term Rental Application form, and annually thereafter, the Office of the Building Inspector shall complete the inspection of the rental property units. If a property owner fails to allow an inspection, then the Office of the Building Inspector may deny the application for the Short Term Rental Registry Certificate. Further, at any time, the Office of the Building Inspector may request an inspection of the subject property:

If requested in writing by the owner, owner's agent or occupant of a Short Term rental;

Upon receipt of a registered complaint;

Upon the sale, transfer or conveyance of a Short Term Rental.

A Short Term Rental Registry Certificate shall be mailed by Certified Mail *by* the owner or owner's agent to all owners of property within 300 feet of the property lines of the Short Term Rental. The contact person or entity described on the certificate must document all complaints and responses and submit them to the City of Plattsburgh Building and Zoning Office within 24 hours.

*A Short Term Rental is defined as any dwelling, which may or may not be inhabited by the owner of record or their immediate family, that is rented, in whole or in part, for a period of less than 30 consecutive days to any person or entity, but not including a hotel, motel, inn, campground, or bed and breakfast.

Fees

1 Year Short Term Rental Certificate -	\$350.00
Renewal Short Term Rental Certificate -	\$250.00
Missed Inspection date/time -	\$50 / property (without 24 hour notice)
Penalty for late registration or renewal -	\$200 per day



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Application for Registration of Short Term Rental Property

Address of Short Term Rental Property: _____

Date: _____ **Tax Map Parcel ID:** _____

***Owner Name:** _____

Owner 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 and Email: _____

Additional Owner Name & Address: _____

Additional Owner phone and Email: _____

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

Responsible Agent: _____

Agent Address: _____

Agent Phone Number: _____

Agent Email: _____



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PROPERTY INFORMATION

Total Number of Short Term Rental Dwelling Units: _____

STR Dwelling Unit Information

	Street Address	# of Bedrooms	Square Footage	Max Tenants
STR Unit 1	_____	_____	_____	_____
STR Unit 2	_____	_____	_____	_____
STR Unit 3	_____	_____	_____	_____
STR Unit 4	_____	_____	_____	_____
STR Unit 5	_____	_____	_____	_____
STR Unit 6	_____	_____	_____	_____
STR Unit 7	_____	_____	_____	_____
STR Unit 8	_____	_____	_____	_____
STR Unit 9	_____	_____	_____	_____

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



Short Term Rental Standards

- *The maximum number of people per sleeping room is one person if the square footage is between 70 and 100 and two people if the square footage is greater than 100 feet. The office of the Building Inspector may disqualify a particular space within a dwelling unit as a sleeping room based on concerns over emergency egress, safety, or over-occupancy of a dwelling unit.**
- *Each sleeping room shall have an exterior exit that opens directly to the outside or an emergency escape or rescue window, which meets the current State and City Codes requirements for emergency and escape access. Notwithstanding the foregoing, Office of the Building Inspector may approve other means of emergency access for each sleeping room in its reasonable discretion.**
- *All foundation walls of buildings/structures, exterior stairs, porches and railings are in good repair and structurally sound.**
- *In all areas of the dwelling unit, any windows, doors, electrical outlets, switches, lights, vent fans, sinks, faucets, heating units are working properly with no defects and left in a sanitary condition.**
- *There shall be one functioning smoke detector in each sleeping room, and one functioning smoke detector on the ceiling or wall in the immediate vicinity outside each separate sleeping room which meets the current State and City Codes.**
- *Carbon monoxide detectors shall be installed in all dwelling units that contain a fuel-burning appliance, system, or other source of carbon monoxide which meets the current State and City Codes.**
- *At least one functioning and inspected fire extinguisher must be present in each dwelling unit which meets the State and City Codes.**
- *Proper off-street parking as regulated in City code 360-26 shall be required. Parking on any part of the lawn is prohibited.**
- *A house number must be visible from the street and shall be maintained.**
- *Provisions shall be made for weekly garbage removal during all Short-Term Rental occupancies. Proper garbage and rubbish maintenance shall be regulated and adhered to by City Code 289.**
- *No exterior tents will be allowed.**
- *Outdoor recreational fires shall not be permitted unless they meet the standards in City Code 230-2.**
- *All occupants, including pets, shall comply with the Noise Control Law, City Code 222.**
- *Physically posted advertisements for Short-Term Rentals shall comply with City Code 360-27.**
- *Owners of a Short Term Rental shall provide a safety/egress plan, to be posted in a visible location within the Short Term Rental Unit.**
- *Owners of Short Term Rentals shall conspicuously post a valid Short Term Rental Registration Certificate in each dwelling unit.**
- *Owners of Short Term Rentals shall comply with the Clinton County Room Occupancy Tax Law (Local Law No. 2 of 2008) or any other applicable occupancy tax in effect.**
- *Owners of Short Term Rentals shall post their "house rules", if any, in a conspicuous location within the dwelling unit.**



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I state under oath, as a Compliant 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 Short Term Rental Registry Law and New York State Uniform Fire Prevention and Building Code with regard to the standards listed 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 knowledge 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: _____ Credit/Debit Card: _____

Total Amount \$ _____