

*MAYOR*  
PAUL V. PONTIERI, JR.

*DEPUTY MAYOR*  
JOHN A. KRIEGER

*VILLAGE CLERK*  
PATRICIA M. SEAL



# *INCORPORATED* VILLAGE OF PATCHOGUE

*TRUSTEES*  
SUSAN BRINKMAN  
LORI B. DEVLIN  
SALVATORE P. FELICE  
THOMAS E. FERB  
JOSEPH E. KEYES, JR.

Dear Owner or Occupant:

In order to help you better prepare for, and to expedite, the upcoming rental inspection scheduled for your property, we have compiled a list of some of the items that are routinely checked for during a rental inspection. Please examine the list below prior to the inspection. If you are aware of any problems on your property with any of the items listed below you should attend to the problems prior to the inspection. Your preparation and attention to these areas as well as the general upkeep and maintenance of the property as a whole will allow you to better avoid multiple compliance inspections, violations, and/or summonses.

1. Your application and fee must be submitted prior to the inspection.
2. A carbon monoxide detector must be located on every floor that has a bedroom.
3. Each bedroom must have a working hardwired smoke detector in addition to a hardwired smoke detector outside the bedrooms. All hardwired smoke detectors in the apartment unit must be interconnected so that if one activated, all activate.
4. All GFCI outlets in the bathroom(s) and kitchen(s) must be functioning properly.
5. There can be no key locks on bedroom doors.
6. Living areas must conform with Village Codes and NYS Codes. There must be a living room or common living space.
7. There should be no areas of chipping and peeling paint, broken glass, or other deteriorated surfaces inside or outside of the house.
8. There should be no indication or evidence of infestation.
9. No areas of uninhabitable space (i.e. basement, attic, etc.) should be converted and used as habitable space and no rooms should be constructed or modified without having first obtained a valid building permit.
10. 5/8" fire rated sheetrock must be in place over the burner unit if possible and a fire extinguisher and CO or heat detector must be located in the heating room.
11. Your chimney should be capped to avoid congestion of debris in the chimney and aid in fire prevention.
12. All components of electrical, plumbing, and sanitation systems on your property should be in good repair and fully functioning.
13. Satellite dishes cannot be visible from the street. Minimum of one dish per dwelling unit.
14. Parking on lawn areas is prohibited. Destruction of lawn areas from parking or other means is prohibited.
15. Window treatments must be of a type designed specifically for that purpose. Sheets, towels, blankets, wood, paper, cardboard or other similar materials are prohibited.

Should you have any questions or concerns, please feel free to contact the Building and Housing Department at the address or phone number listed below.

Susan Brinkman  
Commissioner of Building and Housing

VILLAGE OF PATCHOGUE  
14 Baker Street  
Patchogue, NY 11772  
475-4300 option 5

Application for Rental Permit  
(Owner Occupied)

1. Owner: \_\_\_\_\_ 2. Telephone #: \_\_\_\_\_ 3. Date: \_\_\_\_\_  
4. Owners Address: \_\_\_\_\_ 5. City: \_\_\_\_\_ 6. State: \_\_\_\_\_ 7. Zip: \_\_\_\_\_  
8. Rental Property Address: \_\_\_\_\_  
9. \_\_\_\_\_ Initial Inspection \_\_\_\_\_ Renewal Inspection  
10. Number of apartments/separate units in the building you are seeking a renewal permit for:  
\_\_\_\_\_  
11. Total Number of Conventional Bedrooms you are seeking a permit for \_\_\_\_\_  
12. Property Managers Name: \_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

Signature

\*\*\*\*\*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Total Occupancy: \_\_\_\_\_

Senior Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

FEE SCHEDULE  
(OWNER-OCCUPIED)

ONE BEDROOM	_____	\$ 25.00
TWO BEDROOMS	_____	\$ 50.00
THREE BEDROOMS	_____	\$ 75.00
FOUR BEDROOMS	_____	\$100.00
MORE THAN FOUR BEDROOMS-		\$125.00 PLUS \$25.00
FOR EACH BEDROOM IN EXCESS OF FOUR BEDROOMS		

\*\* Please include a copy of your survey.

VILLAGE OF PATCHOGUE

14 Baker Street
Patchogue, NY 11772
475-4300 option 5

Application for Renewal of Rental Permit
(Non-Owner Occupied)

- 1. Owner: 2. Telephone #: 3. Date:
4. Owners Address: 5. City: 6. State: 7. Zip:
8. Rental Property Address:
9. Initial Inspection Renewal Inspection
10. Number of apartments/separate units in the building you are seeking a renewal permit for:
11. Total Number of Conventional Bedrooms you are seeking a permit for
12. Property Managers Name:

Sworn to before me this
day of , 20
Notary Public

PROPERTY OWNER
Signature

\*\*\*\*\*

Approved: Denied: Total Occupancy:

Senior Building Inspector: Date:

FEE SCHEDULE

Table with 2 columns: Bedroom count and Fee. Rows include ONE-TWO BEDROOMS (\$150.00), THREE BEDROOMS (\$200.00), FOUR BEDROOMS (\$250.00), FIVE BEDROOMS (\$300.00), and MORE THAN FIVE BEDROOMS (\$350.00 plus \$100.00 for each bedroom in excess of five).

\*\* Please include a copy of your survey.

VILLAGE OF PATCHOGUE

14 Baker Street
Patchogue, NY 11772
475-4300, option 5

Application for Rental Permit

(MULTI-UNIT APARTMENT COMPLEX, BOARDING HOUSE,
ROOMING HOUSE, NON-CONFORMING MULTI-FAMILY DWELLINGS)

1. Owner: 2. Telephone #: 3. Date:

4. Owners Address: 5: City: 6. State: 7: Zip:

8. Rental Property Address:

9. Initial Inspection Renewal Inspection

10. Number of Apartments/separate units in the building you are seeking a renewal permit for:

11. Total number of Conventional Bedrooms you are seeking a permit for:

12. Property Managers Name:

Sworn to before me this
day of , 20

Notary Public

PROPERTY OWNER:

\*\*\*\*\*

Approved: Denied: Total Occupancy:

Senior Building Inspector: Date:

FEE SCHEDULE

Table with 2 columns: Unit Range and Fee. Rows include 4-10 UNITS (\$100.00 PER UNIT), 11-25 UNITS (\$1,250.00), 26-51 UNITS (\$1,500.00), 51-100 UNITS (\$2,000.00), 100-200 UNITS (\$3,000.00), and OVER 200 UNITS (\$5,000.00).

\*\* Please include a copy of your survey.