



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
 116 Hampton Road, Southampton, NY 11968
 Ph: 631-702-1700 Fx: 631-283-2694
www.southamptontownny.gov/codeenforcement

Richard Harris
 Acting Town Code Compliance &
 Emergency Management
 Administrator

Ricardo Larios
 Town Investigator

Michael Chih
 Code Enforcement Officer

CODE ENFORCEMENT CHECKLIST FOR RENTAL PERMITS:

- Smoke detectors in every bedroom and a smoke detector in the common area (hallway, living room, etc.) of each floor.
- Carbon monoxide detectors required on each habitable floor within 15 feet of bedrooms (large houses may require more than one per floor)
- G.F.I. outlets required around water sources (i.e. kitchen sink, bathrooms, laundry rooms)
- No open electrical outlets, exposed wiring, spliced visible wires, open junction boxes, etc. that pose an electrical shock and/ or fire hazard.
- The electrical panel cannot be obstructed or covered and the breakers must be labeled. No missing fuses/ breakers allowed within the electrical panel.
- The pressure relief valve for the hot water heater/ boiler must be no more than 6" from the floor – piping must be pointed downward in case of release.
- The occupancy for a residence is determined by square footage of bedrooms as per the NY State Property Maintenance Code (100 sq. ft. = 2 occupants, 150 sq. ft. = 3 occupants, etc.)
- All finished basement space must be permitted by the building department
- Every bedroom must have an emergency egress window measuring 5.7 sq. ft. in total
- Bedrooms below grade (i.e. basement) must have an egress window along with a code complaint emergency escape well.
- Any doors on the residence leading directly to the swimming pool must have an audible pool alarm.
- Pool gates must be self-closing and self-latching with the gate opening away from the swimming pool.
- Pool enclosures must be 4 feet (48 inches) tall with a gap of less than 2 inches between the enclosure and the ground.
- Temporary pool enclosures are not allowed except during construction of said pool (i.e. "Florida barriers" are non-compliant). The pool enclosure must be permanent and cannot be climbable (standard chain link fencing is not permitted to serve as a pool enclosure).
- All debris must be stored out of view/ in an acceptable container (i.e. construction equipment, lawn care, painting equipment, tools, etc. kept in the garage or shed)
- Lawn and shrubbery must be maintained in an acceptable manner (under 10 inches in height for the lawn)
- The number of allowable vehicles in total is no more than 4.