



**TOWN OF SOUTHAMPTON**  
**CODE ENFORCEMENT**  
**INVESTIGATIONS & ENFORCEMENT UNIT**  
27 Ponquogue Avenue, Hampton Bays, NY 11946  
Ph: 631-702-1700 Fx: 631-283-2694  
[www.southamptontownny.gov/codeenforcement](http://www.southamptontownny.gov/codeenforcement)

**Ryan Murphy**  
Town Code Compliance & Emergency  
Management Administrator



Email: [CodeEnforcementInquiries@Southamptontownny.gov](mailto:CodeEnforcementInquiries@Southamptontownny.gov)

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## **RENTAL FAQ'S**

Q: Are Rental Permits required in the Town of Southampton?

A: Yes, any home being rented for any period of time (understanding that there is two-week minimum stay regulation in the Code) requires a rental permit.

Q: What are the minimum stay requirements in the Town of Southampton?

A: The minimum length of stay under the Southampton Town Code is currently a 14-day rental. Less than that is considered a transient rental and not allowed under the Code. There is no maximum stay period.

Q: Can I rent out individual rooms in a house?

A: An owner of a single family dwelling in the Town of Southampton may rent out up to two bedrooms in a house to not more than two renters or boarders total. All occupants in the house (including the owner who must continue to reside there) must share common kitchen, living and entrance facilities in a boarding situation. No permit is required for this activity.

Q: How do I file for a rental permit in the Town of Southampton?

A: The rental permit application can be found on the Town website at <https://www.southamptontownny.gov/171/Forms-Applications>. The application can be completed and either dropped off in person at 27 Ponquogue Ave., Hampton Bays, or mailed in to the same address. We are working on being able to electronically

Q: How long is my rental permit good for?

A: Rental permits are good for two years in the Town of Southampton.

Q: If I buy a property that has a rental permit do I need to get a new permit as a new owner?

A: Rental permits are non-transferable and therefore if you are a new owner you will need to obtain a new permit. If during the course of your ownership you transition the property into an LLC, Trust or Estate, you will also need to secure a new permit under the name of the new deeded owner.

Q: Can I advertise my house for rent without the benefit of a rental permit being in place?

A: No. Advertising, listing or showing your house for rent without the benefit of a rental permit being in place can result in violations, suspension or revocation of permits and the ability to rent for a two-year period, and/or the imposition of an "in violation fee."

Q: How long is the process to get a permit?

A: This depends a little bit on the time of year. During much of the year it can take about 1-3 weeks from application to permit issuing. During the very busy summer season it can range closer to 2-4 weeks. These timings assume that the application is complete and that there are no issues when the inspection is conducted. The speed at which the process moves can be largely influenced by the applicant diligently turning in all required paperwork and making sure there are no violations at the property. In situation where the applicant determines it necessary or valuable to do so, expediting options also exist.

Q: Who conducts the inspection for my rental permit?

A: If the applicant elects to file a "Standard" application the safety inspection is conducted by a NYS Code Enforcement certified officer from the Southampton Town Department of Public Safety. If the applicant wishes to, they may independently hire a professional architect, or engineer to perform the safety inspection. In this case the applicant would use page 8 of the application, and this type of application is called a "Certified" application.