

**TOWN OF SOUTHAMPTON — MARIA Z. MOORE, TOWN SUPERVISOR**

**Code Enforcement Investigations & Enforcement Unit**

27 Ponquogue Avenue, Hampton Bays, NY 11946

Phone: 631-702-1700 Fax: 631-283-2694 [www.southamptontownny.gov/codeenforcement](http://www.southamptontownny.gov/codeenforcement)



Ryan Murphy – Town Code Compliance and Emergency Management Administrator

**RENTAL PERMIT APPLICATION  
ARCHITECTS, ENGINEERS AND HOME INSPECTORS**

**Rental Property Certification: This form must be completed by a licensed architect, engineer, or home inspector ONLY if the applicant is filing a certified application. A professional seal is required**

**Property Information**

<b>Property Address:</b>	
<b>Owner Name:</b>	

**PROPERTY INSPECTION CHECKLIST: Must be completed by a certified professional**

P = Pass	F = Fail	N/A = Not Applicable	Y = Yes	N = No
<b>BEDROOM # FOUND:</b>		<b>KEY</b>	<b>BATHROOM # FOUND:</b>	
	Smoke detector present & functional			GFCI outlet(s) present & functional
	Overcrowding conditions			Exhaust fan/operable window
	Unobstructed egress			Sanitation concerns
	CO detector present within 15' of bedrooms & functional			
<b>KITCHEN/Common Spaces:</b>		<b>KEY</b>	<b>PROPERTY EXTERIOR/POOL:</b>	
	GFCI outlet(s) present & functional			Pool enclosure meets code standards
	Smoke detector(s) present & functional			Pool alarms Meet code standards
	CO detector(s) present & functional			Property hazards/sanitation concerns
	Unobstructed egress			Accessory structure(s) code compliant
	Interior sanitary concerns			Exterior of structures in good repair
<b>BASEMENT/CRAWL SPACE:</b>		<b>KEY</b>	<b>GARAGE:</b>	
	Finished Basement			Attached Garage
	Proper egress in finished basement			Fire rated door/sheetrock between garage and dwelling unit
	Smoke detector(s) present & functional			Heat detector (s) present & functional
	CO detector(s) present & functional			Structural/Sanitation Concerns
	Structural/Sanitation Concerns			
<b>UTILITIES/HEATING EQPT:</b>		<b>KEY</b>	<b>OTHER CONCERNS:</b>	
	Hot water heater code compliant			All Structure(s) properly permitted
	Electrical panel code compliant			Conformance to C.O./C.C.
	Combustibles >3ft from utilities			Fuel gas appliances/systems shut off valve (s)
	Electrical hazards			Handrail/guards provided
	Plumbing system hazards			Property numerical visible from street
	Washer/Dryer GFCI/220 Volt outlet			Driveway access unobstructed
	Fire Extinguisher present and "good"			Window fall protection

Numbers and square footage of each bedroom as depicted on the attached floor plan: (i.e. Bedroom #1-200sq.Ft., Bedroom #2-sq. ft., etc.

**Inspector Certification:**

I certify that I have completed a physical inspection of the subject rental property and find that the property fully complies with all provisions of the Code of the Town of Southampton, the Residential Code of New York State, the Building Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, and the Energy Conservation Construction Code of New York State.

Print Name and Title:		Date:	
Original Signature:		Professional Seal (If applicable):	