



Town of Washington

Building Department
10 Reservoir Drive • P.O Box 667
Millbrook, NY 12545

(845) 677-3419 EXT 112 • buildinginspector@washingtonny.org

Application for a Short Term Rental Permit or Renewal

1. Application for a revocable Short Term Rental permit must be submitted with all required documentation and fees. Incomplete submissions will result in delays.
2. Short Term Rental Permits are valid for a period of (2) years, and must be renewed (30) days prior to expiration if the premises are to continue to operate as a Short Term Rental.
3. Short Term Rental Permits are non transferable.

Property: Address: _____

Tax Grid ID Number: _____ Zoning District: _____

Description of structure or portion of structure to be rented: (I.E whole house, first floor only, cottage, etc.)

A plot plan and floor plan must be submitted. This must be drawn to scale and measure at least 8.5 x 11 inches and be certified by the applicant. These plans do not need to be drawn by a professional, but must contain, at a minimum: The location of buildings and parking on the property, the location and description of each room on each level of the structure including windows, doors, exits and building utilities including heating and cooling units. Any swimming pools, hot tubs or spas and water safety equipment/alarms should be noted, as should garbage disposal facilities. For 1 acre or less parcels, or those in the RH-1 zoning district, side and rear yard fences, hedges or stone walls shall be indicated.

A contact person must be designated who shall be responsible and authorized to act on the owner's behalf to remedy any violations of the Short Term Rental Standards. This designated contact person shall respond to any correspondence or concerns from the Town Code Enforcement Officer within 24 hours.

Contact Person: Name: _____

Address: _____ Phone: _____

Email: _____

The following additional documentation must be included:

1. A list of each property owner (including all members if owned by an LLC) and the name of any manager, management agency managing the property, or any other party responsible for maintaining the property in the owner's absence, including names, addresses, telephone numbers and email addresses of each individual.
2. Proof of garbage removal or disposal service.
3. Proof of septic pumping service and inspection by a qualified septic disposal firm within the last 4 years.
4. Proof of fireplace, wood/ pellet stove and chimney inspection or service within the last 12 months if present.
5. A copy of the rental contract including: Maximum property occupancy, maximum on site parking provided, and a Good Neighbor Statement stating that the Short Term Rental is in a residential area of the Town of Washington and that renters should be considerate of neighboring residents, that guests are required to observe quiet hours between 11:00 p.m and 7:00 a.m, that all guests are subject to New York State Penal Law 240.20 or any successor statute regarding disorderly conduct, that littering is prohibited, hunting, pyrotechnics, motorcycles, motocross and off road vehicles are prohibited and that all recreational campfires must be attended.



Town of Washington Application for a Short Term Rental Permit

Insurance standards: Evidence of Property Insurance and a Certificate of Liability Insurance (minimum coverage of Liability Insurance \$2,000,000, Town of Washington named as additional insured) must be submitted and maintained.

I hereby certify that I have read, do understand, and will comply with the following: (Please read and initial)

1. The applicant does hereby give consent to representatives of the Town of Washington, including, but not limited to, the Building Inspector, Zoning Administrator and Code Enforcement Officer to conduct inspections to ensure compliance with all applicable requirements, the time and date of such inspections to be scheduled in advance with the property owner or their representative. _____
2. The applicant is aware of the Short Term Rental standards adopted by the Town of Washington and certifies that the property is presently in compliance with these standards, and will remain in compliance during the time that the property is permitted as a Short Term Rental. _____
3. The applicant certifies that none of the property owners have had a Short Term Rental permit revoked on any of the properties owned, either together or individually, within the past year. _____

Signature(s) of all property owners or their designated agents:

FOR OFFICE USE ONLY:

No open permits or violations: _____ Site inspection conducted (mm/dd/yyyy): _____ Passed / Failed

Total bedrooms: _____ Total parking spaces: _____ Total occupants: _____ Reinspected: _____

Swimming pool present: _____ RH-1 zoned or 1 acre or less property: _____

Special notes or conditions: _____

Approved / Denied

Code Enforcement Officer: _____ Date: _____

Permit number: _____ Permit fee \$1,050 Check number: _____