



## VILLAGE OF EASTHAMPTON

*Office of*

BUILDING DEPARTMENT

88 Newtown Lane, East Hampton, NY 11937

631-324-4150

### Code Enforcement

#### APPLICATION FOR LICENSE TO RENT GUEST ROOMS - Instructions

Licenses to rent Guest Rooms may only be issued to an Owner-Occupied (see definition, below) Single-Family Residence (see definition, below) meeting all of the requirements of §278-2.B(2):

The owner of a single-family residence must obtain a license from the Code Enforcement Officer before renting a guest room to paying guests. Such permits shall be issued on an annual basis. The Code Enforcement Officer may deny or revoke a permit if it is determined by the Code Enforcement Officer that the premises is not in compliance with the following provisions or any other requirements of this Code.

- (a) There must be a valid, subsisting certificate of occupancy for the one-family residence and all accessory structures.
- (b) No more than four motor vehicles may be parked on site outside a fully enclosed garage between the hours of midnight and 6:00 a.m.
- (c) The exterior lighting on the premises must be in compliance with the provisions of the Village of East Hampton Outdoor Lighting Code and the provisions of Chapter 196 (Noise).
- (d) The premises shall be subject to inspection by the Code Enforcement Officer.

East Hampton Village Code defines Single-Family Residences and Owner-Occupied as follows:

**SINGLE-FAMILY RESIDENCE** – A residential use of land consisting of a detached and freestanding building, commonly called a “house”, designed or arranged for occupancy by one family as defined herein, on a non-transient basis. A single-family residence which is rented to, or occupied by, a tenant or tenants for a term or terms of less than one month, excluding two two-week periods during any one calendar year, shall be deemed transient housing, and is not permitted. A single-family residence may not contain more than two guest rooms as defined herein and may not contain more than one kitchen.

**OWNER-OCCUPIED** – The continual use and physical presence of the person having at least a 50% legal or equitable interest in the premises.

Accordingly, the following documentation is required:

1. Proof of Ownership (your deed). Please note that if the property is held by a limited liability company or other form, you will be required to provide the operating agreement, articles of organization, or such other documentation as may be required.
2. A copy of your current certificate of occupancy.
3. Proof of residency (any three of the following, with matching address):
  - a. A valid Village Voting Registration
  - b. Driver's License
  - c. Automobile registration
  - d. Utility bill (i.e., electric, telephone, cable, water or gas)
  - e. W-2 or Income Tax return

Please note: Once your application is received, you will be contacted (via telephone in most cases) and we will arrange a mutually convenient appointment for the inspection. There is no fee or charge of any kind involved with the licensing process.



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[www.easthamptonvillage.org](http://www.easthamptonvillage.org)

**APPLICATION FOR GUEST HOUSE LICENSE**

Pursuant to §278-2.B.(2) of the Code of the Village of East Hampton, application is made by the undersigned for a license to rent not more than two rooms to paying guests within their single family residence as defined in §278-1 of the Code of the Village of East Hampton. Please carefully review the attached instructions and complete this form in legible or typewritten form.

Name of Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Suffolk County Tax Map Number: 301 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, do hereby depose, certify and state that I am the owner and the occupant of the property described herein, am duly authorized to make and file this application and by affixing my signature below, do further hereby certify and attest that I have read and understood the notices contained in this application and agree to abide thereby, that all of the information and statements contained in this application are true to the best of my knowledge and belief, and that the use of the single family residence will remain only as described and in full compliance with all applicable law, rule and regulation. I make this an application to the Code Enforcement Official(s) of the Incorporated Village of East Hampton in accordance with the duties and powers conferred upon said officer(s) by the Code of the Village of East Hampton. This information is based upon personal knowledge, information and belief. False statements made herein are punishable as a Class "A" Misdemeanor pursuant to section §210.45 of the N.Y.S. Penal Law.

Dated: \_\_\_\_\_ 20\_\_\_\_ Owner: \_\_\_\_\_

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

Notary Public



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*Please do not write below this line*

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**Pursuant to §278-2.B(2) of the Code of the Village of East Hampton, a license to rent Guest Rooms (as defined by §278-1 of the Code of the Village of East Hampton – limited to a maximum of two rooms, to let no more than two persons per room within an owner-occupied single family residence) is hereby granted to the above applicant for the above referenced location.**

**This license shall expire in twelve (12) months time from date of issuance. Please note that all properties are subject to periodic re-inspection to ensure code compliance and that this license may be suspended, revoked, or amended accordingly.**

Inspected: \_\_\_\_\_

Approved: \_\_\_\_\_  
Code Enforcement Officer

Oversight Review Completed: \_\_\_\_\_ by \_\_\_\_\_  
Code Enforcement Officer

- Cc:  Applicant  
 License File  
 Emergency Services File(s)  
 Deed File

License #: \_\_\_\_\_ - \_\_\_\_\_