

VILLAGE OF WAPPINGERS FALLS



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**BUILDING DEPARTMENT
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OFFICE OF THE FIRE INSPECTOR
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RESIDENTIAL RENTAL REGISTRY/PERMIT GENERAL INFORMATION AND INSTRUCTIONS

The following information **must be submitted** with this application for new rentals and/or currently listed renewals (**the additional information listed below is now required for both**). **This permit applies to all non-owner occupied one or two family dwellings, condominiums and/or townhomes offered for rent in the Village of Wappingers Falls.**

1. Identification and Tax Bill - Identification must be a government issued picture ID with home address, such as *driver's license*, passport, etc. The tax bill may be obtained from the Tax Receiver's office.

2. All blanks *must be completed on application*. Please note on page 3 of application that paragraphs 3, 4 & 5 must be completed in full. If you do not have an authorized agent, managing agent or designated agent for service of process, then the owner is considered those agents and must fill in the appropriate information.

3. Deed/Owner's Duplicate Certificate of Title - A copy of the recorded deed showing the liber and page numbers or a certified copy of the Owner's Duplicate Certificate of Title.

4. Floor Plans - Floor plans drawn to 1/4" = 1' scale of the ENTIRE structure or building, one or two family dwelling, apartment, multi-unit apartment, apartment house, condominium, cooperative, garden apartment or townhouse, occupied or to be occupied by one or more persons as a home or residence. Label all rooms with dimensions. Include measurements (height and width) for all doors, windows and the floor to ceiling heights. Show location of all smoke detectors. For two family dwellings, provide separate floor plans for each tenant's unit(s).

5. Survey - A property survey of the premises drawn to scale not greater than forty (40) feet to one inch, or, if not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, driveways and other physical features of the premises and the number, location and access of existing and proposed on-site vehicle parking facilities.

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6. Certificate of Occupancy - A Copy of the Certificate of Occupancy for the structure or building, one or two family dwelling, apartment, multi-unit apartment, apartment house, condominium, cooperative, garden apartment or townhouse, occupied or to be occupied by one or more persons as a home or residence. A Copy of the Certificate of Occupancy may be obtained from the Building Department for a fee. Also include copies of the Certificate of Occupancy for any addition, garage, deck, shed, etc or anything for which a building permit was issued.

7. Building permit application - A building permit application is required for any proposed buildings, improvements and alterations, or if you need to legalize existing structures and/or improvements. If you do not have a building permit, you will be required to obtain one before acceptance of the residential rental registry/occupancy permit application.

8. Condominium - In the case of a condominium, a scale drawing or floor plan of the condominium unit, in lieu of a survey or site plan.

FEES: (subject to revision in the near future)

Initial inspection – no charge

Follow-up inspection - \$30 per unit per visit

Failure to appear for inspection within 15 minutes - \$20 per unit

Cancellation of inspection less than 24 hrs before scheduled inspection date/time - \$20 per unit

Cancellation of inspection more than once or after a “no show” - \$20 per unit

Unpaid fees will be subject to the placement of a lien by the Village of Wappingers Falls against the property in question.

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APPLICATION PROCEDURE:

1. Please mail/bring in your completed application along with all the required paperwork to the Office of Planning & Zoning, 7 Spring Street, Wappingers Falls, NY 12590. This office houses the Office of Code Enforcement and the Office of the Fire Inspector. The application and required documents will be reviewed to make sure everything is complete **before** scheduling an inspection.
2. An inspection date will be scheduled for a Code Enforcement Officer to inspect the proposed rental dwelling unit(s). All structures on the property must also be inspected - garages, sheds, decks, pool, etc. The inspection is required to determine the condition of the proposed rental dwelling unit and to ensure that such is in compliance with the applicable State of New York Codes and the Code of the Village of Wappingers Falls. Per VC Section 120- 11 B. If the owner chooses not to allow a Code Enforcement Officer from the Village of Wappingers Falls to inspect the proposed rental dwelling unit(s) the Code Enforcement Officer will apply to the court for a Search Warrant.
3. The proposed rental dwelling unit must be available for inspection, if the Code Enforcement Officer cannot gain entry to the premises on the scheduled date and time a re-inspection fee will be charged per the fee schedule listed on page (2).
4. If the proposed rental dwelling unit fails the first inspection, all violations must be corrected and a second inspection must be scheduled accordingly. There is a fee for a second inspection (see page 2). If the rental unit fails a second time, and previously cited items have not been corrected, you will be charged a re-inspection fee per the fee schedule listed on page (2).
5. A residential rental occupancy permit will be issued when all requirements have been satisfied. The permit will be valid for **one** (1) year. A new permit must be applied for and obtained yearly.

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INSPECTION CRITERIA:

THE ITEMS SET FORTH BELOW ARE NOT A COMPLETE LIST OF ALL OF THE REQUIREMENTS REQUIRED BY THE CODE OF THE STATE OF NEW YORK BUT SUCH ARE SET FORTH AS A GUIDE IN ORDER TO ASSIST THE APPLICANT AS TO WHAT ITEMS NEED TO BE COMPLIED WITH BEFORE A RESIDENTIAL RENTAL OCCUPANCY PERMIT IS ISSUED.

EXTERIOR

- 1) Address numbers used to display the street address number of the dwelling unit shall be at least four inches in height with a minimum width stroke of 0.5 inch. All street numbers shall be plainly visible and legible from the street or road fronting the property.
- 2) Driveway must be free from physical hazards and in good repair
- 3) Roof Drains, Gutters, Downspouts must be maintained in good repair and free from obstructions.
- 4) Roof Coverings (Shingles) must not exceed two layers.
- 5) Roof Covering must be in good repair no dry rot or deterioration on shingles.
- 6) Exterior surfaces must be free of chipping, peeling or flaking paint.
- 7) Exterior surfaces of metal must be free of rust.
- 8) Exterior Walls must be free from holes, breaks, cracks or loose and missing siding or shingles.
- 9) Screening must be in good repair and properly fit within the window or doorframe provided.
- 10) Overhang extensions including canopies, porches must be in good repair and properly anchored.
- 11) Handrails and Guards must be present on any stairway with 4 or more stair risers.
- 12) Handrails and Guards must be firmly fastened and free from deterioration.
- 13) Guards required on any deck or porch 30 inches over grade.
- 14) Stairways, Porches and Balconies must be structurally sound with proper anchorage, free from deterioration.
- 15) Window frames must be free from deterioration and in sound condition.
- 16) Doorframes must be free from deterioration and in sound condition.
- 17) Window panes and glass must be free from cracks or holes.
- 18) Property must be free of any unregistered vehicles unless appropriately screened.
- 19) Property areas must be free from all litter.
- 20) Property must be free of any physical hazards.
- 21) Property must be free of any weeds, grass in excess of 4 inches in height.
- 22) Retaining walls must be free from defects and in good repair.
- 23) All accessory structures must be structurally sound in good repair and free from deterioration
- 24) Chimney must be structurally sound and in good repair, no cracks or holes.
- 25) Vents and flues must be properly anchored, installed and in good repair with no cracks or holes.
- 26) Foundation must be free from cracks, holes or deficiencies that cause un-plumb walls or unsafe settlement.
- 27) Proper Storm windows and doors with screens shall be installed and functioning.

INTERIOR

- 1) ALL interior surfaces must be clean and sanitary.
- 2) ALL interior surfaces must be free from peeling paint, corrosion, rust, cracks and holes.
- 3) **LIVING ROOMS, DINING ROOMS, KITCHENS, BASEMENTS, PORCHES AND LAUNDRYROOMS shall not be utilized as Bedrooms. (The Code Officer will determine the maximum occupancy of your dwelling unit based on the floor plan submitted and a calculation of square footage of bedrooms and habitable spaces, pursuant to New York State Property Maintenance Code).**
- 4) Exit doors must be free and clear of all obstructions.
- 5) Extension cords are prohibited for use as permanent wiring.

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- 6) ALL Windows, which are designed to OPEN, must “freely open” (without force) and be capable of staying in place at any giving point.
- 7) ALL Door hardware must be present and operational including self-closing pistons on storm doors.
- 8) Adequate water pressure must be provided to all sinks, showers, bathtubs.
- 9) Hot and Cold water must be functional at all fixtures.
- 10) Bathroom(s) must have either one open able window or a functional mechanical vent or both.
- 11) ALL Walking surfaces must be in good repair, no defects.
- 12) Bathroom Floors must be non-absorbent to water and moisture.
- 13) Bathtub and/or Shower stalls must free from leaks cracks or holes.
- 14) Bathrooms must contain one functional receptacle.
- 15) ALL Light Fixtures must be appropriately covered and functional at time of inspection.
- 16) Artificial Lighting is necessary in all stairways, exit doors and basements.
- 17) Hallways, Porches and Balconies must be free from obstructions.
- 18) Railings and Guards must be present on all interior stairways and structurally sound.
- 19) Toilet(s) must flush properly, free from leaks and drain without nuisances.
- 20) **BEDROOMS MUST NOT BE OVER-OCCUPIED (The Code Official will determine the maximum occupancy of your dwelling unit based on the floor plan submitted and a calculation of square footage of bedrooms and habitable spaces, pursuant to New York State Property Maintenance Code).**
- 21) **Smoke detectors are required.** Battery-operated smoke detectors are required outside each separate sleeping area in the vicinity of the bedrooms. One battery-operated smoke detector is required for each level of the building including the basement/cellar. CO detectors are required on the lowest level that bedrooms are located if fuel burning equipment (includes gas stoves are utilized)
- 22) Smoke detectors must be properly mounted and positioned in accordance with the manufactures instructions and specifications. (At least 12-inches from wall if mounted on ceiling, and exactly 12 inches down from ceiling if mounted on wall-unless specifications allow other).
- 23) Multi-plug adaptors are prohibited (two-way and three-way electrical extenders)
- 24) Doors to sleeping rooms must not contain hasp locks, or keyed entries.
- 25) Windows must not be blocked with furniture or other obstructions.
- 26) Furnaces, Boilers and Water Heating Equipment must be serviced and cleaned annually by a qualified service technician. (A copy of such service inspection shall be posted in a conspicuous place and dated accordingly)
- 27) Combustible storage is prohibited within 36-inches of any Furnace, Water heater or Boiler.
- 28) Basement and Cellars shall not have excessive storage (clear path of travel must be maintained to all heat producing mechanical equipment and electric panel)
- 29) Dwelling unit(s) shall be provided with heat and be capable of maintaining a temperature of not less than 68 degrees F (20 degrees C) from September 15th through May 31st habitable rooms, bathrooms and toilet rooms.

Feel free to contact the office M-F 8:30am – 4:00pm with any questions you may have.