

Town of South Bristol Code Enforcement Office
Procedure for Obtaining a Short-Term Rental Renewal Permit

1. Schedule to submit in-person a complete short-term rental permit renewal application to the Code Enforcement Office Administrative Assistant for review at least 30 days prior to the permit expiration.
 - If the permit has expired and we have not reached 110 short-term rental permits, complete a new short-term rental permit application.
 - If the permit has expired and we have reached 110 short-term rental permits, we can add your name, property address and contact information to the end of the waiting list for the next available opening.
2. When determined that the application is complete by the Administrative Assistant, the application will be given to the Code Enforcement Officer to be put in the queue.
3. The Code Enforcement Officer schedules and completes the property inspection and determines occupancy.
4. When the property is determined to be in full compliance by the Code Enforcement Officer, a fee is received, and a permit is issued.



Town of South Bristol

Code Enforcement Office

6500 West Gannett Hill Rd

Naples, NY 14512-9216

www.southbristolny.org

585.374.6341

Short-Term Rental Permit Renewal Application

Property Owner _____

Property Address _____

Tax Map # _____ Zoning District _____

All property owners agree that the short-term rental dwelling will have and provide the following:

- ☐ Short-term rental permit renewal application 30 days prior to permit expiration
- ☐ Copy of the current short-term rental permit
- ☐ Complete inspection report of onsite wastewater treatment system properly sized for the number of bedrooms per section 141-6. A.11. within the last four years ☐ N/A
- ☐ If rental unit is accessed by a shared or common driveway by way of an easement of record or other right-of-way, provide proof of an existing driveway agreement providing for clear maintenance and snowplowing obligations as between owners and neighbors sharing the driveway in writing. ☐ N/A
- ☐ Current third-party property safety electrical inspection (Approved electrical inspectors on town website under Town Government/Code Enforcement)
- ☐ Proof fireplace chimney was cleaned within the calendar year ☐ N/A
- ☐ Potable well water report ☐ N/A
- ☐ Revised rental contract per section 141-6. D.1.-3.
- ☐ Any additions or changes to owners/LLC, local contact, advertising websites and listing identifiers.
If no changes, provide initials _____
- ☐ Compliance with section 141-8. Conformity and Display of Permit

The undersigned represents and agrees, as a condition to the issuance of a permit, that the Short-Term Rental shall be operated in accordance with the Town of South Bristol Town Code, Town of South Bristol Zoning Law, and the New York State Uniform Fire Prevention and Building Code, and any plans and specifications annexed thereto. That I (we) have read Chapter 141 (Short-Term Rentals) and Chapter 113 (Noise) of the South Bristol Town Code and am familiar with those provisions. That current owner(s)/applicant(s) has not had a short-term rental permit revoked within the previous calendar year from the date of this application. As a condition of obtaining and maintaining a short-term rental permit, the owner(s)/applicant(s) hereby gives consent to the Code Enforcement Officers to enter the subject short-term rental property for inspection, ongoing compliance with Chapter 141, the investigation of any complaints, or any alleged violations of Chapter 141, Chapter 113, or any other provisions of the South Bristol Town Code.

Property Owner _____

Mailing Address _____

Telephone # _____ Email _____

Signature _____ Date _____

To be completed by Code Enforcement Office

Property Inspection

Property address _____

- ☐ No existing zoning or building code violations _____
- ☐ The rental unit is accessible by emergency medical, fire vehicles and fire equipment.
- ☐ House numbers are located at both the road and on the dwelling unit and clearly visible from both the road and driveway.
- ☐ Meets current New York State Uniform Fire Prevention and Building Code compliance for egress from all habitable spaces and associated bedrooms, etc.
- ☐ Exit doors and windows are operational, and all passageways to exterior doors and windows are clear and unobstructed.
- ☐ Emergency evacuation procedures were posted in each bedroom.
- ☐ Functioning smoke and carbon monoxide detectors as required by the New York State Uniform Fire Prevention and Building Code.
- ☐ ABC fire extinguishers are clearly visible on each floor and in the kitchen.
- ☐ Refuse/garbage secured in adequate containers.
- ☐ Shared or common driveway signage directing tenants to the property. ☐ N/A
- ☐ The swimming pool is equipped with a pool alarm. ☐ N/A
- ☐ The hot tub or spa is equipped with a lockable cover. ☐ N/A
- ☐ Bedrooms for onsite wastewater treatment system capacity _____ ☐ N/A
- ☐ Maximum residential occupancy _____
- ☐ Maximum onsite parking spaces and their location (At least one parking space for every bedroom) _____

Complete application received _____

Property inspection scheduled _____

Application approved Yes ☐ No ☐ Reason _____

Permit fee \$ _____ Check # _____ Credit Card # _____ Cash _____

Permit issued _____ Permit number _____

Code Enforcement Officer/Fire Marshal

Date

Resolution 71-2014
Enforcement of Zoning Administration and Enforcement
of Fees, Charges, and Related Expenses

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-95 (a) it is the direction of this governing board pursuant to Town Zoning Code Rules and Regulations that any and all fees, charges and other related expenses that are incurred for application of zoning permits, special use permits, variances, appeals, site plan approval, certificate of compliance, certificate of non-conformity and amendments to expenses incurred by the Town of South Bristol in the process and review of such applications by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol.

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-96 Consulting Fees it is the direction of this governing Board pursuant to Town Zoning Code Rules and Regulations that by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol shall have the right to determine whether to consult with professional outside consultants.

Whereas, exercising compliancy with the Town of South Bristol Zoning Code as reflected in the Town Zoning Code, the Town will bill all applicants for said fees, charges and other related expenses. The applicant shall pay as required all bills as rendered within 10 days.

Resolved, that all applicants are to sign an acknowledgement of receipt of this Resolution, acknowledging their acceptance of these terms.

Therefore, be it resolved, that the Code Enforcement Office is hereby directed to provide a copy of this Resolution to all applicable parties.

Applicant's Signature

Date