

Town of Catlin Building Department

1448 Chambers Rd. Beaver Dams, NY 14812

Issued Date _____ Permit # _____ Tax Map # _____

Expires Date _____

APPLICATION FOR A SHORT-TERM RENTAL (STR) PERMIT

STR Address _____ 14812 14830 14845 14864 14872

Property Owner's _____ Telephone # _____

Address (if different) _____

Applicant (if different) _____ Telephone # _____

Address _____

STR Operator _____ Telephone # _____

Address (if different than property owner address) _____

Email Address _____

Designated Local Contact _____ Telephone # _____

Address _____

Email Address _____

Property Description (submit site plan on separate sheet)

Number of Bedrooms for Rent _____

Number of Parking Spaces Available for Renters _____

Email: *code@TownofCatlin.com*

Required Attachments

Please check box that attachments are included.

- ☐ List of all full-time residents of the property and proof of notification of intent to apply for an STR permit.
- ☐ Rental policies document in accordance with Subsection M of Article 10.35 of the Town of Catlin Zoning Law.
- ☐ Proof of registration as a business in Chemung County, including the issued Certificate of Authority to Collect Occupancy Tax.
- ☐ Evidence of property insurance and certificate of liability insurance indicating the premises is rated as an STR.
- ☐ A site plan of the property measuring at least 8 ½" x 11", drawn to scale and certified by the applicant. The site plan must include the following:
 - a. The location of buildings and required parking (parking to conform with Article 10.4.2)
 - b. The location and arrangement of all utilities, rooms including bedrooms, windows, entrances, and exits on each floor of the property including the basement and attic.

Provisions for garbage removal

Property meets Short Term Rental (STR) Local Law 1 of 2015

Maximum Occupancy of 2 person per bedroom

Emergency evacuation procedures posted in each bedroom

Fire extinguishers, smoke & carbon monoxide detectors inspected MONTHLY

Exterior doors operational and clear passageways to doors

Emergency 911 number posted in every bedroom and by exit doors

Has a permit been revoked within last 24 months - if yes, NO permit shall be issued

12 month Permit from the Town of Catlin Code Enforcer - MUST BE RENEWED YEARLY AFTER CODE ENFORCER HAS INSPECTED

Certification

I HEREBY CERTIFY that I am the owner or authorized agent of the owner, that the information provided herein is accurate to the best of my knowledge, and that the Short-Term Rental will be operated as specified. I understand that periodic inspections, including a fire inspection, are required to operate a Short-Term Rental in the Town of Catlin, and that the Code Enforcement Officer, or their designee, is authorized to enter upon the property and make such inspections as prescribed by local and state laws.

It is further agreed that the premises will not be in operation as a Short-Term Rental until the required Short-Term Rental Permit has been issued.

Owner/Authorized Agent _____ Date _____

FOR OFFICIAL USE ONLY

Date Received _____

Approved

Denied

If denied, state reason _____

Signature of Code Enforcement Officer _____

Permit Fee

Total \$ _____

Make checks payable to the **Town of Catlin**

**Town of Catlin Building Permit Fee Schedule
Article 16 Fee Schedule**

Commercial:

Assembly, Industrial Assembly, Multi-Family Dwelling, and Storage Tanks

- New and Additions, Conversions, Alterations and Repairs \$0.35 per sq. ft. (first 1000 sq. ft.) **plus** \$0.10 per sq. ft. (over 1000 sq. ft.) \$100 minimum
- Fire detection or protection system installation, extension, repair or modification \$100 **plus** \$0.03 per sq. ft.
- Electrical Systems, Plumbing \$100.00
- Demolition \$50.00

- Commercial and Industrial Signs** \$75.00
- Billboards, Off premises sign \$300.00

Short Term Rentals **\$250.00 annually**

Agricultural Buildings - If Agriculture Exemption on file NO FEE

- New Principal Building \$25.00 + \$0.02 per sq. ft.
- Addition, Conversions, Alterations \$10.00 + \$0.02 per sq. ft.
- Installation or Replacement of Structural Supports or Members, including Roof Structure \$5.00 + \$0.02 per sq. ft.
- Installation, Extension or Replacement of Heating, Plumbing, Fire Alarm or Electrical System \$10.00
- Accessory Building \$10.00 + \$0.02 per sq. ft.
- Demolition \$10.00

Fire Inspections (Required by NYS Uniform Building Code), Operating Permits

- \$75.00 per inspection (Includes one follow up visit if necessary)
- \$25.00 for each additional visit
- **Fee waived for not for profit organizations, ie; Places of Worship and Fire Departments**

Mobile Home Park:

- Single Wide \$200.00
- Double Wide \$250.00

Driveway Permits

- Permit (Owner to purchase pipe and the Town will pick up) \$50.00

NOTE: If this is a new building construction the driveway will be included in the Building Permit; therefore, no separate Driveway Permit needed

NOTE: The Highway Superintendent needs a copy of driveway information in order to contact the homeowner