

TOWN OF IRONDEQUOIT

Building and Community Development



Application for Short Term Rental Permit

Thank you for your interest in operating a Short-Term Rental in Irondequoit. To help simplify the application process we have included a checklist to ensure that each applicant has all necessary information, documentation and adherence to the Town Code.

Applicants are required to fill out or include the following:

- All portions of this application and compliance checklist are required and must be completed.
- Instrument Survey Map and Appropriate Floor Plan submitted.
- Insurance as required by Town Code (*property insurance and liability insurance*)
- Contact Information form submitted.
- Manufacturers specifications for required Noise Monitoring Device.

In addition to those items above, each applicant must include the following statements in written form.

- A statement that none of the owners of the subject property, and if applicable that none of the owners of an entity owning the subject property, have had a short-term rental permit revoked within the previous year for any rental properties owned individually or together with others within the Town of Irondequoit or elsewhere
- A statement authorizing the Authorized Official to inspect the property to ensure compliance with all requirements and standards contained within this chapter
 - An inspection will be required prior to the approval of a short-term rental permit as a condition of the application process.

Should there be any questions during the application process, or on how to complete the application please don't hesitate to contact our Community Development Office by phone or email.

Town of Irondequoit
Community Development Office
585-336-6026
codeenforcement@irondequoit.gov
building@irondequoit.gov

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Application for Short Term Rental Permit

IMPORTANT: This application will need to include the attached "Contact Information" form filled out, as well as an instrument survey map of the property to be considered complete.

Address of proposed short-term rental:	
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To be considered a complete application the following must be submitted/completed:

- All portions of this application and compliance checklist are required and must be completed.
- Instrument Survey Map and Appropriate Floor Plan submitted.
- Insurance as required by Town Code (*property insurance and liability insurance*)
- Contact Information form submitted.
- Manufacturers specifications for required Noise Monitoring Device.

Application Fees:

- First time applications: \$250, *if approved applicant would be required to pay registration fee.*
- Registration: \$500, upon application approval. *It is valid for 2 years from date of approval.*
- Renewal Application: \$500

All Owners/Designated and/or Authorized Agents (must be listed below and sign this application)

Property Owner #1:

Property Owner Name	
Mailing Address	
Phone Number	
Email Address	

Owner/Authorized Agent #2:

Property Owner Name	
Mailing Address	
Phone Number	
Email Address	

TOWN OF IRONDEQUOIT

Building and Community Development



Owner/Authorized Agent #3:

Property Owner Name	
Mailing Address	
Phone Number	
Email Address	

By Signing this application, I/we attest that I/we:

1. Have read and comprehended all requirements and standards contained in Town of Irondequoit Code 235-75 Article XIII.B.
2. Have included an accurate and suitable floor plan for each level of the dwelling unit to be occupied.
3. Have certified that the floor plan is an accurate facsimile of the dwelling.
4. Have included an accurate and up-to-date survey map of the property.
5. Agree as a condition to the issuance of this permit, that said Short-Term-Rental shall conform with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and all other applicable laws, codes, and regulations.
6. Authorize the Town Code Enforcement Office and/or Fire Marshals Office to inspect the property to ensure compliance with all requirements and standards contained within Town and State Law.
7. Certify that the Contact Person (the owner or the owner's designee) will be responsible and authorized to act on the owners' behalf and shall promptly remedy any violation of the standards outlined in Town Law and shall respond to any correspondence or concern from the Town Code Enforcement and/or Fire Marshal's Office within 20 miles of Irondequoit Town Hall (1280 Titus Avenue, Rochester NY 14617)

Signatures of All owners and their designated agents (*if any*)

Signature:	Property Owner or Authorized Agent (Circle One)	Date:
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TOWN OF IRONDEQUOIT

Building and Community Development



Instructions for Survey Map and Floor Plans:

- Instrument Survey Map should be attached to the application. It should include a certified stamp by professional surveyor. The survey map should be up to date regarding current conditions existing at the residence.
- Floor Plan should be attached to the application. It should be drawn on a piece of paper with a minimum size of 8.5x11. The floor plan does not need to be prepared by a professional, but must include the following:
 - The location of buildings and required parking.
 - Basement, include the location of utilities and all rooms including bedrooms, egress windows, exits and any heating/cooling units.
 - First Floor, all rooms including bedrooms, windows, exits and any heating/cooling units.
 - Second floor (if present), all rooms including bedrooms, windows, exits and any heating/cooling units.
 - Attic (if present), all rooms including bedrooms, windows, exits and any heating/cooling units.

The attestation below needs to be included with the attached floor plan and survey map.

I certify that the accompanying survey map and floor plans are complete and accurate representations of the property in this application.

Applicant Signature:	
Date:	

TOWN OF IRONDEQUOIT

Building and Community Development



Short-Term Rental Compliance Checklist

To be completed by the applicant to submit with the application

Address of Short-Term Rental	
Property Owner	

Checklist below is for applicable requirements of the application. The applicant is only required to check under "Property Owner Check" the other check boxes are for Town Staff.

Property Owner Check	Code Enforcement Pass	Code Enforcement Fail	Property Requirement
			Property must comply with and meet all current NYS Uniform Building Codes
			There will be one working smoke detector in each sleeping room and one additional smoke detector on each floor.
			Carbon Monoxide Detectors must be installed as required by the New York State Uniform Fire Prevention and Building Codes.
			There will be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to renter occupying the property. The fire extinguisher will be inspected as required by New York State Uniform Fire Prevention and Building Codes.
			The house number will be located and visible as per the Irondequoit Town Code.
			Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
			Electrical systems will be in good operating condition as required by New York State Uniform Fire Prevention and Building Code.
			All fireplaces will comply with New York State Uniform Fire Prevention and Building Code.

TOWN OF IRONDEQUOIT

Building and Community Development



			The property must have a minimum of one off-road parking space for every bedroom shown on the floor plan included with the application.
			Maximum occupancy for each short-term rental shall not exceed two people per bedroom shown on the floor plan included with the application plus two additional people. The maximum occupancy shall not exceed 12 people, including permanent residents and renters.
			In the event that the property has a septic system, the maximum occupancy will be defined by the capabilities of the septic system, but in no event will overnight occupancy exceed 12 people.
			A septic system for the property must meet all state requirements.
			The septic system must have been pumped within the past four years and proof of pumping and satisfactory inspection by a qualified septic disposal firm shall be available to the Authorized Official. Once a short-term rental permit is issued, the septic system must be pumped at least once every four years.
			The water supply must meet all state requirements.
			In order to maintain the residential character of neighborhoods, no external signage is permitted.
			Emergency contact information shall be prominently posted in the interior of the short-term rental.
			Each short-term rental will have an active noise detection system capable of continuously monitoring decibel levels both indoors and outdoors during all rental periods. The applicant will provide the specifications of the noise monitoring device to ensure that it will provide the necessary readings to ensure compliance with Town Code.

TOWN OF IRONDEQUOIT

Building and Community Development



			All applicants and permit holders must provide evidence of property insurance and a certificate of liability insurance indicating that the premises is insured as a short-term rental and maintain such insurance throughout the term of the short-term rental permit.
			Provisions shall be made for weekly garbage removal during rental periods.
			Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors and placed where they are not clearly visible from the road, except during an approximate pick-up time.
			All applicants and permit holders must have a rental contract, which includes the following: <ul style="list-style-type: none">▪ Maximum occupancy▪ Maximum on-site parking▪ Prohibition of on-street parking
			All applicants will include a code of conduct which includes the following: <ul style="list-style-type: none">▪ Short-term renters should be considerate of the residents in neighboring homes.▪ Guests are required to observe quiet hours from 10:00pm through 8:00am.▪ All renters are subject to New York Penal Law 240.20 or any successor statute regarding disorderly conduct.▪ Littering is illegal.▪ Residential campfires, if permitted, must be attended.
			There shall be a minimum 500 feet of separation between the boundaries of properties containing a short-term rental. Applicants who can demonstrate that they were operating a short-term rental at the subject property as of December 19, 2023 (i.e., the date when Local Law No. 1 of 2024 was enacted) are exempt from this requirement. All new applicants shall comply with this requirement.

TOWN OF IRONDEQUOIT

Building and Community Development



The following will be prominently displayed inside and near the front entrance of the Short-Term Rental property:

Property Owner Check	Code Enforcement Pass	Code Enforcement Fail	Property Requirement
			Short-Term Rental permit
			Contact Form
			Maximum Occupancy / Maximum Parking
			Rental Standards

I certify that the above has been completed and/or adhered to as required by the Town of Irondequoit Code.

Applicant Signature:	
Date:	

Office Use Only:

PASS	FAIL
Date of Inspection:	
Maximum Occupancy:	
Maximum Parking:	
Signature of Authorized Official:	
Date:	