



**TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc.

5250 Main Street  
South Fallsburg, NY 12779  
(845) 434-8811  
Fax: (845) 434-5863

MOLLIE MESSENGER  
Code Enforcement Officer

SBL# \_\_\_\_\_

Dear Multiple Residence Property Owner,

You are receiving this letter because the Town of Fallsburg Assessors office has your property listed as a multi-family structure. NYS mandates that all multi-family structures be inspected as indicated in the Town of Fallsburg's local law 96-11-A-3 – Fire Safety and Property Maintenance inspections. The town law states that fire safety and property maintenance inspections of all multiple dwellings shall be performed at least once every 24months.

This is not an optional inspection, it is state mandated. You must call our office at 845-434-8811 and set up an appointment no later than \_\_\_\_\_ Please be sure that all tenants are notified and it is advisable to do a pre-inspection yourself so as to avoid unnecessary delays. All re-inspections must be performed within 5 days of failed inspections. Enclosed is the paperwork associated with this mandatory inspection.

You will find the following:

- 1) An application page for "inspection of residential rental apartments."  
This form must be completely filled out and returned to this office for our files. It is imperative that ALL contact information be completely filled out and legible.
- 2) The pre-appointment check off list is important information you should go over prior to the day of inspection.
- 3) An "Official Notice" form that you can copy and make available to your tenants. This form should have the inspection date clearly posted in the space provided. All tenants should be notified well in advance of the appointment so arrangements can be made in case they can't be there personally. They should make the apartment available by giving you access or have a friend or relative there on the day of inspection. It is imperative that ALL apartments be available on the day of inspection. All common areas, basements, laundry areas etc. must be available as well. Re-inspections due to inability to gain access to apartments or common areas can be costly and may lead to legal action.

If you have any questions or concerns, please contact our office. Please remember that you must call our office by \_\_\_\_\_ to schedule an appointment.

Thank you for your anticipated cooperation.

Code Enforcement Office

TOWN OF FALLSBURG  
CODE ENFORCEMENT  
845-434-8811

Application for Inspection of Residential Rental Apartments

Applications must be submitted to the Town of Fallsburg Code Enforcement Office. Once the application is received, our office will call you to schedule your inspection.

Property Owner's Name \_\_\_\_\_

Property Owner's Phone # \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Caretaker's Name \_\_\_\_\_

Caretaker's Phone # \_\_\_\_\_

Physical Location of Property \_\_\_\_\_ SBL# \_\_\_\_\_

Number of rental units \_\_\_\_\_ Stories \_\_\_\_\_ Water/Sewer: Town \_\_\_\_\_ Well & Septic \_\_\_\_\_

Type of Heat: Forced hot air \_\_\_\_\_ Steam \_\_\_\_\_ Electric \_\_\_\_\_ Hot Water \_\_\_\_\_ Other \_\_\_\_\_

Heating Fuel Source: Oil \_\_\_\_\_ LP Gas \_\_\_\_\_ Other (describe) \_\_\_\_\_

Type of basement: Crawl space \_\_\_\_\_ Finished \_\_\_\_\_ None \_\_\_\_\_ Other \_\_\_\_\_

**Note: All vacated apartments must be re-inspected PRIOR to re-renting. All multi-family rental properties are mandated by New York State to be inspected once every 24 months. Failure to comply with NYS mandatory inspections will result in legal action.**

# of Apts x \$25.00 = \$ \_\_\_\_\_ + \$25.00 Admin. Fee = \$ \_\_\_\_\_ Total Due (Max \$325.00)

All fees must be paid by check made payable to the Town of Fallsburg prior to the inspection date.



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Fax: (845) 434-5883

MOLLIE MESSENGER  
Code Enforcement Officer

## Official Notice

On \_\_\_\_\_

This dwelling will undergo a mandatory apartment inspection as per New York State law.

You must ensure access to your apartment on the above-mentioned date.

Failure to provide entry on the date of inspection will result in an appearance ticket being issued for non-compliance of this mandatory inspection.

This letter was given to your landlord to copy and distribute no less than 3 days prior to inspection date noted above.

If you have questions about this inspection or validity of this notice please call 434-8811 ext 300 and leave your name, address and date of inspection as well as a return number and someone will call to confirm this is a valid Code Enforcement Inspection.

Remember, you will be issued an appearance ticket for failure to comply with this MANDATORY APARTMENT INSPECTION if you fail to provide complete access to the dwelling. Fines start in the amount of \$250.00 for each day this office cannot perform this vital inspection.

**If you cannot be there on the day of inspection  
make arrangements now with a neighbor, relative,  
landlord or the caretaker to allow access on the  
day of inspection.**

This inspection is NOT optional, it is mandatory as per NYS Law.

Fallsburg Code Enforcement Office



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MOLLIE MESSENGER  
Code Enforcement Officer

Dear Fallsburg Resident,

In an effort to educate residents of Fallsburg on some of the most common code violations, we have put together a list of some of the most regularly seen and documented by this office throughout Fallsburg.

This is just a short list of numerous codes that this office enforces on a regular basis.

You are not receiving this letter for any other reason than to help educate you on what we do here at the Code Enforcement Office, as we will be doing for all property owners of Fallsburg. This very same letter is now routinely sent out with any mailings our office sends out regardless of the mailing intended purpose.

It is our belief that an educated resident will help in furthering the effort by this office to not only help beautify our Town but to keep it safe for all residents.

If you have any questions about one or more of the code sections or have information that may be helpful in any way we would be happy to help.

All calls are considered anonymous.

Just a friendly reminder, recycling is now mandatory in Fallsburg and garbage burning [including paper and cardboard] is now strictly prohibited and both are aggressively enforced. Court is every Monday at 1:00 PM and usually last three hours or more and fines are as much as \$250.00 per day, per incident so it defiantly pays to be compliant. Your anticipated co-operation with these quality of life issues is appreciated.

Code Enforcement Office

## Important codes Fallsburg residents need to be aware of.

1. Recycling is mandatory for all properties and will be enforced.
2. Owners must provide recycling containers for tenants.
3. Owners must provide garbage and recycling pick up for tenants.
4. If you use a dumpster recycling is still required, call your hauler to find out how.
5. Cans are only allowed to be placed at curbside the night before scheduled pick up.
6. Cans are required to be removed from curbside the night of pick up.
7. If there is garbage on the ground at curbside you are responsible to clean it up.
8. Cans cannot be stored in front of a residence and must be kept to the side or rear.
9. Accumulating piles of trash, refuse, garbage, cardboard is prohibited.
10. Dumpsters require a concrete pad and four-sided enclosure with a chain link door.
11. Trash bags are not permitted at curbside unless placed inside a can with a lid.
12. Trash bags cannot be stored anywhere outside unless in a can with a lid.
13. Bulk items cannot be placed at curbside until 48 hours prior to scheduled pick up.
14. Bulk items will only be picked up if you call your hauler and arrange in advance.
15. The burning of any garbage, refuse or paper products is prohibited.
16. Grass must be cut to less than 6" from April 1 until Nov. 1 from road edge inward.
17. If you have a sidewalk in front of your property you must keep it swept and clean.
18. A free permit is required for any type of yard/porch/garage sale.
19. A maximum of three-yard sales per property, per year is permitted.
20. Placing yard sale signs on utility poles, street signs etc. is prohibited.
21. Yard sale signs can only be placed at the property where the sale will be.
22. If you haul trash, rubbish, garbage in Fallsburg it must be secured and covered.
23. Outside furnaces are prohibited in residential areas and have use date limitations.
24. Rental temperatures must be maintained at 68 degrees from Sept 15th to May 31<sup>st</sup>.
25. Broken windows, missing siding or shingles must be repaired promptly.
26. Chipped and flaking exterior paint must be scraped and painted.
27. Exposed exterior wood must be protected by paint, stain or waterproofing.
28. 911 reflective address signs must be installed upon all properties.
29. Fire hydrants must be kept clear of snow, high weeds and trash.
30. Private hydrants and sprinkler systems must be tested yearly.
31. Private hydrants must be yellow in color.
32. All fences must be maintained free of rust, flaking paint or damaged areas.
33. Four feet is the maximum front yard fence height in most zones.
34. When installing a new fence, the finished side must face adjoining properties.
35. Farm animals are not permitted in residential zones.
36. Dead trees and branches close to the public right of way must be removed.
37. The emptying of swimming pools onto neighboring properties is prohibited.
38. Swimming pools are prohibited in front and side yards in all zones.
39. Storage containers, truck bodies, etc are permitted B-1 and I-1 zones only.
40. Conversion of seasonal dwellings to year round require a building permit.
41. Conversion of bungalow colonies to year round requires planning board approval.
42. A building permit is required when replacing or expanding an existing deck.
43. A building permit is required for an outside furnace, wood stove or pellet stove.

Prior to Code Enforcement performing your multi-family inspection be sure the following is taken care of:

1. You have fully filled out and submitted the inspection form application.
2. You have a check [no cash] for the full amount ready by the day of inspection.
3. You have informed ALL your tenants that an inspection is required.
4. You have confirmation and or keys for entry to ALL apartments.
5. You are confident all of the apartments have smoke & co2 protection.
6. You have working extinguishers in the common hallway.
7. You can have someone there who can interpret if necessary.
8. You have verifiable working heat & hot water to all apartments.
9. You have addressed all possible violation complaints with your tenants.
10. You have taken the time to confirm that all common areas are accessible.

If you are confident that all of the above is taken care of, then be sure to submit your application and paid in full check to the Code Enforcement Office and set up you appointment for inspection.

If you have any questions, don't wait till the last minute to ask them. Lack of information could delay your inspection so call for any additional information you may need. We will be happy to assist to ensure the inspection process goes as smoothly as possible.

Code Enforcement Office