

**TOWN OF FALLSBURG
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference,
Inc.



5250 MAIN STREET
SOUTH FALLSBURG
NEW YORK 12779
(845) 434-8811

**SHORT TERM RESIDENTIAL RENTAL
INSPECTION APPLICATION**

SBL#: _____

1. Property address: _____
2. Property owner's name: _____
3. Property owner's Mailing address: _____
4. Property owner's Email address: _____
5. Property owner's Telephone number: _____
6. Caretaker's name and phone number: _____

- A. Authority – In the event of an incident/violation on the property, the owner or caretaker must respond to a municipal phone call within 2 hours. In the event of a third and fourth violation on the property, there will be an escalating fine.

TO BE COMPLETED BEFORE INSPECTION

1. Town of Fallsburg
 - a. Inspection required annually
 - b. Inspection required before rental of property
 - c. Annual inspection fee of \$100.00
 - d. Records containing dates of short term rentals and number of guests shall be made available upon request.
 - e. Fire extinguishers must be provided in the kitchen and in each bedroom.
 - f. 300' notice must be sent to neighbors of short term rental with the contact information of the owner and/or manager of the property.
2. County of Sullivan
 - a. Subject to room tax. Renewal must include a copy of the filed room tax return.

FOR OFFICE USE ONLY BELOW

- B. Description of Property
1. ☐ Single family ☐ Two family ☐ Owner occupied ☐ Other ☐ Rental
☐ Multi family
 2. Maximum occupancy _____
- C. Location
1. 911 sign must be posted at entrance of driveway.
 2. Renter must be made aware of owner contact information and street address of the property.
- D. Parking
1. On site parking only.
- E. Insurance
1. Appropriate insurance for transient occupants and commercial rental.
- F. Character
1. Short term rental may not adversely affect the residential character of the neighborhood. Short term rental may not for example, display a sign advertising, generate noise, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of his or her residence.
- G. Boundaries
1. Renters shall be made aware of property boundaries, and no trespassing on neighboring properties.
- H. Garbage
1. Owner is responsible for providing garbage pick-up.
 2. All garbage must be properly disposed of and must be placed in garbage cans with a lid.
 3. Garbage cans cannot be left at edge of driveway unless there are in a proper enclosure.

Approved _____

Disapproved _____

Date _____

Signature _____

Fee Paid \$ _____

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Official Notice

Contact Phone/Email: _____