City of Beacon
Building Department

SHORT-TERM RENTAL PERMIT

Pursuant to §223-26.5 of the Code of the City of Beacon, it shall be unlawful to use, establish, maintain, operate, occupy, rent or lease any property as a short-term rental without first having obtained a short-term rental permit. A short-term rental is defined as an entire dwelling unit, or a room or group of rooms within a dwelling unit, made available to rent, lease or otherwise assigned for a occupancy of less than 30 consecutive days. The dwelling unit must be used by the owner or tenant as his or her or their primary residence. The term "short-term rental" does not include dormitories, hotel or motel rooms, bed and breakfast inns or lodging houses, as permitted and regulated by the City of Beacon Zoning Ordinance. Any dwelling unit, or room(s) therein, located in a one-family home, two-family home, accessory apartment, or multifamily dwelling may be used as short-term rentals subject to the requirements set forth in §223-36.5 of the Code of the City of Beacon.

All short-term rental permits shall be valid for a period of two years.

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR REVIEW

1. One copy of the Short-Term Rental Application Form (Pages 2 and 3).
2. A signed Landlord Statement of Permission, **ONLY** if the applicant is a tenant and not the property owner. All tenants must provide written consent from the landlord agreeing to permit the short-term rental use (Page 4).
3. A **signed and notarized** certification by the applicant in a form acceptable to the City Clerk stating that the property is the owner's primary residence. This form is included in this document (Page 5).
4. Proof of short-term rental insurance with minimum liability coverage in the amount of $300,000.00 for third party claims arising out of property damage or bodily injury. Such insurance shall be issued by an insurer admitted in New York State or by insurance maintained by a Booking Service that provides equal or greater coverage.
5. Proof that the proposed property is the applicant's primary residence. Examples include, but are not limited to:
    a. Proof of receipt of New York State STAR Credit or STAR property tax exemption for the short-term rental property.
    b. Copy of a utility bill in the applicant's name.
    c. Government Issued ID stating location as primary residence.
6. All short-term rentals shall comply with the following standards: If a property owner or tenant is renting out the entire dwelling unit, the property owner must engage the services of a managing agent with the right to enter and maintain possession of the dwelling. This agent must be available twenty-four (24) hours a day to respond to tenant and neighborhood concerns and be capable of responding within two hours of notification from the City.
7. Initial application fee: $180.00

    Renewal Reinspection Fee: $60.00

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SHORT-TERM RENTAL PERMIT APPLICATION FORM

1. **APPLICANT**

   a. Name: _____

   b. Address: _____

   c. Telephone No.: _____

   d. Email Address: _____

2. **PROPERTY OWNER** (If different from Applicant)

   a. Name: _____

   b. Address: _____

   c. Telephone No.: _____

   d. Email Address: _____

3. **MANAGING AGENT** (If applicable)

   a. Name: _____

   b. Address: _____

   c. Telephone No.: _____

   d. Email Address: _____

4. **DESCRIPTION OF PROPERTY**

a. Property Address: _____

b. Tax ID: Section _____Block_____ Lot _____ Zoning District_____

c. Total number of dwelling units located within building: _____

d. Total number of bedrooms and bathrooms inside the dwelling unit: _____

e. Total number of rooms proposed for short-term rental use: _____

f. Location of each such dwelling unit or individual bedroom within the building:

_____

g. The number of persons to be accommodated in each room available for short-term rental use:

_____

Fee: $180.00

For Office Use Only

Approved Date: _____

Disapproved Date: _____

Authorizing Signature: _____

LANDLORD STATEMENT OF PERMISSION

I, _____[PROPERTY OWNER'S NAME], as the owner of the |

property located at _____[Property Address and Tax ID] (the

"Property") hereby grant permission to _____[Name of Applicant] to

operate a short-term rental at the above address, in accordance with the Code of the City of Beacon.

_____
Signature

_____
Name

_____
Address

_____
Telephone No.

_____
Email

CERTIFICATION FORM

I , _____, certify that (a) I reside at the property and it is the my primary residence; (b) the property is fit for human habitation and safe; (c) I will comply with all of the conditions and restrictions of the short-term rental permit; (d) no portion of the area used for short-term rentals will utilize a cellar or attic, or any portion thereof, as habitable space unless it meets the requirements of the International Fire, Residential and Building Codes or successor law; (e) the property is in compliance with the applicable provisions of the City Code, the International Series of Codes and the New York State Code Supplement; and (f) the required building permits and certificates of occupancy are in place for all existing structures on the property if applicable.

_____
Date

_____
Signature

Sworn to before me this_____ day of

_____, _____.

_____
Notary Public