

**Town of South Bristol Code Enforcement Office**  
**Procedure for Renewal Application of a Short-Term Rental Permit**

1. Submit complete renewal application of short-term rental permit and fee to Administrative Assistant **at least 30 days prior to the permit expiration.**
  - If the permit has expired and we have not reached 110 short-term rental permits, your permit is considered suspended. Any existing rental contracts beginning after the expiration date shall be cancelled by the owner.
  - If the permit has expired and we have reached 110 short-term rental permits, we will add your name, property address and contact information to the end of the waiting list for the next available opening.
2. When the application is considered complete by the Administrative Assistant, the application will be given to the Code Enforcement Officer to be put in the queue.
3. The Code Enforcement Officer schedules and completes the property inspection.
4. When the property is determined to be in full compliance by the Code Enforcement Officer, a permit is issued.



**Town of South Bristol**  
**Code Enforcement Office**  
 6500 West Gannett Hill Rd  
 Naples, NY 14512-9216  
 www.southbristolny.org  
 585.374.6341

## Short-Term Rental Permit Renewal Application

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map \_\_\_\_\_

Please provide the following information 30 days prior to permit expiration:

- Complete short-term rental renewal application and fee
- Property ownership change  N/A
- Copy of current permit with a note for any changes
- Owner statement that no changes have been made to electricity since the permit was issued
- Potable well water report  N/A
- Fireplace chimney inspection  N/A
- Complete inspection report of onsite wastewater treatment system (finding all components and in good working order) within the last four years  N/A

The undersigned represents and agrees, as a condition to the issuance of a permit, that the Short-Term Rental shall be operated in accordance with the Town of South Bristol Town Code, Town of South Bristol Zoning Law, and the New York State Uniform Fire Prevention and Building Code, and any plans and specifications annexed thereto. That I/We have read Chapter 141 (Short-Term Rentals) and Chapter 113 (Noise) of the South Bristol Town Code and am familiar with those provisions. That current owner(s)/applicant(s) has not had a short-term rental permit revoked within the previous calendar year from the date of this application. As a condition of obtaining and maintaining a short-term rental permit, the owner(s)/applicant(s) hereby gives consent to the Code Enforcement Officers to enter the subject short-term rental property for inspection, ongoing compliance with Chapter 141, the investigation of any complaints, or any alleged violations of Chapter 141, Chapter 113, or any other provisions of the South Bristol Town Code.

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Code Enforcement Office**

**Property Inspection**

Property address \_\_\_\_\_

- No existing zoning or building code violations \_\_\_\_\_
- The rental unit is accessible by emergency medical, fire vehicles and fire equipment.
- House numbers are located at both the road and on the dwelling unit and clearly visible from both the road and driveway.
- Meets current New York State Uniform Fire Prevention and Building Code compliance for egress from all habitable spaces and associated bedrooms, etc.
- Exit doors and windows are operational, and all passageways to exterior doors and windows are clear and unobstructed.
- Emergency evacuation procedures were posted in each bedroom.
- Functioning smoke and carbon monoxide detectors as required by the New York State Uniform Fire Prevention and Building Code.
- ABC fire extinguishers are clearly visible on each floor and in the kitchen.
- Refuse/garbage secured in adequate containers.
- Shared or common driveway signage directing tenants to the property.  N/A
- The swimming pool is equipped with a pool alarm.  N/A
- The hot tub or spa is equipped with a lockable cover.  N/A
- Bedrooms for onsite wastewater treatment system capacity \_\_\_\_\_  N/A
- Maximum residential occupancy \_\_\_\_\_
- Maximum onsite parking spaces and their location (At least one parking space for every bedroom) \_\_\_\_\_

\_\_\_\_\_

Complete application received \_\_\_\_\_

Property inspection scheduled \_\_\_\_\_

Application approved Yes  No  Reason \_\_\_\_\_

Permit fee \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_

Permit issued \_\_\_\_\_ Permit number \_\_\_\_\_

Code Enforcement Officer/Fire Marshal

Date

**Resolution 71-2014**  
**Enforcement of Zoning Administration and Enforcement**  
**of Fees, Charges, and Related Expenses**

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-95 (a) it is the direction of this governing board pursuant to Town Zoning Code Rules and Regulations that any and all fees, charges and other related expenses that are incurred for application of zoning permits, special use permits, variances, appeals, site plan approval, certificate of compliance, certificate of non-conformity and amendments to expenses incurred by the Town of South Bristol in the process and review of such applications by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol.

Whereas, compliant to Town of South Bristol Zoning Code Chapter 170, Article VIII, Section 170-96 Consulting Fees it is the direction of this governing Board pursuant to Town Zoning Code Rules and Regulations that by the Town Board, Town Planning Board, Zoning Board of Appeals, Code Enforcement Officer, and any other governmental agencies working on behalf of the Town of South Bristol shall have the right to determine whether to consult with professional outside consultants.

Whereas, exercising compliancy with the Town of South Bristol Zoning Code as reflected in the Town Zoning Code, the Town will bill all applicants for said fees, charges and other related expenses. The applicant shall pay as required all bills as rendered within 10 days.

Resolved, that all applicants are to sign an acknowledgement of receipt of this Resolution, acknowledging their acceptance of these terms.

Therefore, be it resolved, that the Code Enforcement Office is hereby directed to provide a copy of this Resolution to all applicable parties.

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**Applicant's Signature**

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**Date**