



DEPARTMENT OF BUILDING STANDARDS AND CODES

# VILLAGE OF NEW PALTZ

25 Plattekill Avenue, New Paltz, NY 12561

Ph: (845) 255-0130 | Fax: (845) 255-5103

Email: [building@villageofnewpaltz.org](mailto:building@villageofnewpaltz.org)

## Residential Rental Property - Annual Registration Form

Parcel ID:

Re: Fire Safety and Property Maintenance Inspection at:

Our records indicate that this parcel is due for an annual Fire Safety and Property Maintenance inspection as required by section 129-6 of the Code of the Village of New Paltz. Please fill out all fields completely on the back of this notice and return to the Building Department.

**Verify fees using the information below for residential rental properties.**

### Non-owner-occupied dwelling units, including houses and apartments

1 Dwelling Unit with $\leq 450\text{ft}^2$ -----	\$60.00 per unit
1 Dwelling Unit with $\leq 3$ bedrooms -----	\$70.00 per unit
1 Dwelling Unit with 4 bedrooms -----	\$80.00 per unit
1 Dwelling Unit with 5 bedrooms -----	\$90.00 per unit
1 Dwelling Unit with 6 bedrooms -----	\$100.00 per unit
1 Dwelling Unit with 7 bedrooms -----	\$110.00 per unit
1 Dwelling Unit with $\geq 8$ bedrooms -----	\$150.00 per unit
*For each bedroom that is $\geq 150\text{ft}^2$ , add \$15.00 per bedroom	

A "Dwelling Unit" is any area within a building that provides complete, private living facilities for one or more persons, including space for sleeping, cooking, and sanitation.

### Rooming Houses, including individual dwelling units having more than 3 renters

1-4 lodging accommodations -----	\$110.00 plus \$40.00 per unit
5-9 lodging accommodations -----	\$155.00 plus \$45.00 per unit
10-20 lodging accommodations -----	\$220.00 plus \$50.00 per unit
Over 20 lodging accommodations -----	\$385.00 plus \$55.00 per unit
*For each bedroom that is $\geq 150\text{ft}^2$ , add \$15.00 per bedroom	

### Hotels and Motels, (accommodations for transients)

**\$25 per sleeping unit**

Please confirm that the required "floor plan" of the building(s), including the use and dimensions of rooms, has been filed and up-to-date. Or provide one.



DEPARTMENT OF BUILDING STANDARDS AND CODES  
**VILLAGE OF NEW PALTZ**

25 Plattekill Avenue, New Paltz, NY 12561  
Ph: (845) 255-0130 | Fax: (845) 255-5103  
Email: [building@villageofnewpaltz.org](mailto:building@villageofnewpaltz.org)

**Property Location:**

**SBL#:**

# of Units \_\_\_\_\_ # of bedrooms \_\_\_\_\_ # occupants per bedroom \_\_\_\_\_ # of Vehicles \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone(s) Work# \_\_\_\_\_ Cell# \_\_\_\_\_ Home# \_\_\_\_\_

**Property Manager/Agent (must live within 15 air miles of the property):**

Name \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone(s) Work# \_\_\_\_\_ Cell# \_\_\_\_\_ Home# \_\_\_\_\_

Pursuant to Chapter 129-7(F) of the Code of the Village of New Paltz, I hereby affirm that I have available for inspection the names, addresses and contact information for each tenant and subtenant occupying each of the dwelling units enumerated above.

Signature \_\_\_\_\_ (Property Owner or Manager)

----- Below this line for Building Department Use ONLY -----

Fee Paid \$ \_\_\_\_\_ [ ] Cash [ ] Check # \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ on \_\_\_\_\_ [ ] Pass [ ] Fail

Reinspected by: \_\_\_\_\_ on \_\_\_\_\_ [ ] Pass [ ] Fail