

Town of Elbridge
Residential Rental Permit Registration

Submit to:
Town of Elbridge
Zoning/Codes Office
5 Route 31- P.O. Box 568
Jordan NY 13080
(315)-689-6667
Print Legibly

Date _____

Property Owner _____ Landlord/Agent _____
Address _____ Address _____

Phone # _____ Phone # _____

Rental Property Address _____ Tax Map # _____

Type of residence: Multi /single family/other: _____

YEAR Built and /or remodeled _____

Describe rental unit on the premise

Tenant name _____ phone _____

Square footage of space _____

Specific Location of Space(1st fl,2nd fl behind home etc.) _____

Number of Rooms _____

Number of Bed rooms _____

Heating Sources _____

Attach sheet if necessary

Describe any fire protection and/or fire suppression or fire alarm system on premise,

Be sure all extinguishers are properly inspected as well as smoke/fire alarms prior to Code Enforcement Inspection

Please attach a diagram showing a floor plan of rental unit

This application is being made to request an annual certificate of occupancy for the rental properties listed above or on any attached lists or sheets. I acknowledge that upon receiving this application, the Code Enforcement Officer shall request to inspect said properties, to determine the compliance of all structures on the property with regards to the New York State Fire Prevention and Building Codes as well as any and all other zoning, code or other applicable regulations, and that any violations or concerns found will be remedied at the earliest convenience. I also acknowledge that a fee may be imposed for the inspection incurred, which shall be billed by the Elbridge Town Clerk. A set fee schedule can be reviewed at the Elbridge Town Hall.

Emergency contact # _____ Signature _____