

Permit No. _____
(for office use only)

Application Received on:



INC. VILLAGE OF OLD WESTBURY APPLICATION FOR A RENTAL PROPERTY



All Permits shall be valid for a term of 1 year from the date of issuance,
pursuant to Local Law 4 of 2020.

THIS APPLICATION *MUST* INCLUDE 2 COPIES OF THE FOLLOWING:

Please note that the application, paperwork and payment must be submitted in person.

Please do not submit incomplete applications, ***as they will not be accepted.***

- The permit filled out in its entirety; any blanks will not be accepted.
- Copy of the survey (scale not to exceed 40 feet to 1 inch)
- Required Fee: \$2,500.00** – Application fees are **non-refundable**
- Signature and notarization acknowledgment
- A Scheduled Inspection from the Superintendent – to be made when handing in the paperwork.

APPLICATION TYPE

- First Time Application Renewal

OWNER/APPLICANT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email: _____

PROPERTY MANAGERS INFORMATION (if applicable)

Name: _____

Address: _____

Phone Number: _____ Email: _____

RENTERS INFORMATION

Number of Renters, list below: _____

All people staying at the property (regardless of age), must be listed below.

Name	Date of Birth

PROPERTY INFORMATION

Old Westbury Address: _____

Section: _____ Block: _____ Lot: _____

Number of Rooms **within** the rental property and their use (e.g. living room, bedroom, etc.)

Use of Room	Dimensions

List any rooms located within the structure but is not for the renter's use

Use of Room	Dimensions

State of New York
County of Nassau

I, _____, hereby state that I have read Local Law 4 of 2020 of the Village Code, which amends Chapter 216 "Zoning" of the Village Code and understand that the owner to be permitted is required to comply with the same. I understand that it is my responsibility as the homeowner to renew my permit before it expires.

Principle Owner's Signature

Date

Sworn to me this _____ day of _____, 20____.

Notary's official signature

For office use only, do not write below this line

VILLAGE APPROVAL

Michael Malatino, Building Inspector

Date

PAYMENT

(For office use only)

Cash or check only – checks are to be made payable to "*Village of Old Westbury*"

Paid on: _____ Receipt No. _____

Total Amount Paid: _____