



CITY OF OSWEGO – RENTAL PERMIT APPLICATION

Please return this application to the Office of Code Enforcement, 13 West Oneida Street, City Hall, Oswego, New York, 13126

RENTAL PERMIT APPLICATION

(All applicable questions must be answered for permit to be issued)

(1.) PROPERTY INFORMATION

- (A.) Property Address:
(B.) Is this property occupied? (Please circle) Yes / No If Yes, By Whom? Tenants / Owner
(C.) Number of units: Rental Permit Fee (\$150.00 per unit) \$
(D.) Number of Bedrooms: (E.) Number of Parking Spaces:
(F.) Number of Tenants:
(G.) Are you requesting an interior inspection: YES or NO

(2.) OWNERSHIP INFORMATION (All owners must identified. Attach additional sheet if necessary.)

- (A.) Name of Property Owner:
Physical Address (no P.O. Boxes):
Mailing Address (if different from Physical Address):
City: State: Zip Code:
County of Residence: Email:
Phone Number: Alternate Phone Number:
(B.) If the Property Owner is a corporation, Partnership, LLC, or some other legal entity, provide the following information for each individual with a legal interest in the Property Owner. (Attach additional sheets if necessary.)
Name of Owner:
Physical Address (no P.O. Boxes):
Mailing Address (if different from Physical Address)
City: State: Zip Code:
County of Residence: Email:
Phone Number: Alternate Phone Number:
(C.) Tax Map Number of Premises:
(D.) Water Meter Number of Premises:
(E.) Party Responsible for Removal of: (Please circle) in Private and Public Space
Trash: Tenant / Owner Snow: Tenant / Owner Grass: Tenant / Owner

**(3.) PROPERTY MANAGER/LOCAL AGENT INFORMATION**

**Note: If owner resides outside a 25-mile radius from the City Hall, an Agent who resides or does business within 25 miles of City Hall must be appointed.**

(A.) Name of Property Manager/Property Management Company/Local Agent: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_

(B.) Is Manager/Agent a licensed Real Estate Broker? Yes / No

If yes, New York State License Number: \_\_\_\_\_

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**INITIAL EACH ITEM IN SECTION 4 (A), 4 (B), 5, and 6 THAT APPLIES:**

**(4.) A. Smoke Alarms**

The premises is substantially in compliance with the Oswego Housing Standards Code (Chapter 149) and New York State Uniform Fire Prevention and Building Code regarding the following smoke alarm requirements:

\_\_\_\_\_ Each room used for sleeping purposes contains a smoke alarm.

\_\_\_\_\_ The ceiling or wall in the immediate vicinity outside each separate sleeping contains a smoke alarm.

\_\_\_\_\_ There is a smoke alarm on each story of the dwelling unit, including the basement. *(This does not include crawl spaces and uninhabitable attic spaces.)*

\_\_\_\_\_ In dwellings or dwelling units with split levels and without doors between the adjacent levels, a smoke alarm is installed on the upper levels, provided that the adjacent lower level is less than one full story below the upper level.

**B. Carbon Monoxide Detectors**

The premises is substantially in compliance with the Oswego Housing Standards Code (Chapter 149) and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

\_\_\_\_\_ In property that was constructed before January 1, 2008, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area.

\_\_\_\_\_ In property that was constructed after January 1, 2008, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area, **AND** there is a carbon monoxide detector within each dwelling unit or sleeping unit, on each story where there is a carbon monoxide source. A carbon monoxide source includes all fuel fired and solid fuel burning appliances, equipment, devices and systems; fireplaces; garages; all motor vehicle related occupancies; and all appliances, equipment, devices and systems that may emit carbon monoxide.

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## **(5.) Exterior of the Dwelling**

The premises is substantially in compliance with the Oswego Housing Standards Code (Chapter 149) and New York State Uniform Fire Prevention and Building Code regarding the exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

- \_\_\_\_\_ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound (i.e. free of holes, cracks, and capable of supporting imposed loads).
  - \_\_\_\_\_ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, (i.e. keep water from entering the structure and prevent undue heat loss) and there are no parts of the structure that show evidence of wet/dry rot or other deterioration.
  - \_\_\_\_\_ All exterior wood surfaces have a protective coating to prevent deterioration.
  - \_\_\_\_\_ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.
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## **(6.) Interior of the Dwelling**

The premises is substantially in compliance with the Oswego Housing Standards Code (Chapter 149) and New York State Uniform Fire Prevention and Building Code in the interior of the dwelling, including, but not limited, appliances and other interior structures:

- \_\_\_\_\_ In the area of the cellar/basement: the furnace, hot water tank, venting, gas shut off, drip tube, and basement stairs are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
  - \_\_\_\_\_ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
  - \_\_\_\_\_ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
  - \_\_\_\_\_ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent, fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
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## **(7.) Additional Representations**

- \_\_\_\_\_ The water bills and real property taxes are current (neither in arrears nor delinquent) on this property.
- \_\_\_\_\_ There are no uncorrected code violations on this property.
- \_\_\_\_\_ If I require an inspection by the Code Enforcement Office on this property, I understand that I am required to call the Division of Code Enforcement to make an appointment for inspection.
- \_\_\_\_\_ There are no pending Nuisance Abatement Proceedings or orders of closure on this property.

**OATH AND AFFIDAVIT OF COMPLIANCE**

The undersigned, \_\_\_\_\_, being duly sworn, verifies and acknowledges:

I, the undersigned, hereby state and acknowledge, by executing this document that all of the statements made in this application are true and accurate and that the diagrams submitted with this application are accurate representations of the subject matter which they depict. The applicant further verifies, by executing this document, that the property located at \_\_\_\_\_ in the City of Oswego, County of Oswego and State of New York, is in substantial compliance with the Oswego Housing Standards Code (Chapter 149) and the Zoning Code of the City of Oswego (Chapter 280). I verify that all such statements and representations made herein are true and I understand pursuant to New York State Penal Law §210.45 that it is the Class A. Misdemeanor of perjury for a person to knowingly offer a false statement for filing, knowing that a written statement contains a false statement or false information, in representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant. The undersigned further states and acknowledges, if the undersigned is not the owner, that the undersigned has authority of the owner to execute this agreement.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Relationship to Owner**

\_\_\_\_\_  
**Date**

State of New York    )  
County of Oswego    )   ss..

On this \_\_\_ day of \_\_\_\_\_, 201\_\_\_, before me, the undersigned personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Commissioner of Deeds

\_\_\_\_\_  
Notary Public

**PLEASE NOTE:**

1. All applicable sections of the application must be completed for application to be accepted.
2. The owner or applicant must submit a rental fee of \$ 150.00 per unit with the application, and if the appropriate fee is not submitted, the application will be rejected.
3. Payment of the fee must be made by check or money order and shall be made payable to City of Oswego.

<b>For official use only.</b>			
Received By: _____			
Check: _____	Check#: _____	Money Order: _____	Amt: _____
Approved: _____	Denied: _____	Date: _____	
By: _____, Authorized Representative			