



**APPLICATION FOR RENTAL PROPERTY  
PERMIT  
TOWN OF GREECE TECHNICAL SERVICES**  
1 Vince Tofany Blvd,  
Greece, NY 14612  
(585) 723-2443

**Property Address:** \_\_\_\_\_

**# of Dwelling Units:** \_\_\_\_\_

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

**Owner Information:**

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

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

Primary Telephone Number: \_\_\_\_\_

Secondary Telephone Number: \_\_\_\_\_

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

**Business Information:**

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

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

Primary Telephone Number: \_\_\_\_\_

Secondary Telephone Number: \_\_\_\_\_

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

**Property Manager Information:**

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

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

Primary Telephone Number: \_\_\_\_\_

Secondary Telephone Number: \_\_\_\_\_

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

This permit expires **90 days** from the date of issuance. The Applicant or owner agrees to comply with all applicable laws, regulations and conditions expressed on the application. In addition, the owner will allow the Building Inspector (or authorized representative) to enter the premises for any required inspections.

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

**For Official Use Only**

**Permit Review**

Received by \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

**Permit Package Check List**

Floor Plan \_\_\_\_\_

Proper Identification \_\_\_\_\_

ORPS Screen \_\_\_\_\_

**Permit Fees**

**Base Fee \$150.00**

**Additional Tenant Units ( ) x \$10 = \_\_\_\_\_**

**TOTAL PERMIT FEES \$ \_\_\_\_\_**



## Rental Property Inspection Checklist Town of Greece Technical Services

General Items to be reviewed in the Inspection of a typical Rental Property

### **Building Exterior**

- Roof waterproof and maintained
- Walls, foundations, chimney maintained
- Doors and windows maintained
- Porches solid and maintained
- Guardrails on porches over 30" high / Handrails on stairs
- House numbers
- Yard free of debris and junk
- Accessory structures maintained
- Pool maintained and secured
- Unlicensed Vehicles

### **Building Interior**

#### *Emergency Systems*

- Carbon monoxide detectors per code
- Smoke detectors per code

#### *Electrical Systems*

- Exterior service lines secure and protected
- Switches, outlets and fixtures are operable
- Adequate access and clearance around panel box

**Third Party Electrical Inspection Required: Yes / No**

### *Mechanical Systems*

- All ductwork and venting will be properly sealed and functional
- All gas piping per code
- Gas inserts and fireplaces present / operable
- Heating equipment is able to maintain 68 degrees F

### *Plumbing Systems*

- Installed correctly with no leaks or drips
- Functioning drains, proper traps and covers
- Backflow prevention present as required
- Cross connections

### *Habitable Spaces*

- Walls, floors and ceilings intact and maintained
- Unobstructed egress within and out of home
- No rubbish or garbage accumulation, infestations
- Interior doors intact and operable
- Exterior windows intact and operable
- Handrails and guards

**Additional third party certifications maybe required prior to obtaining the Certificate of Compliance (at the discretion of the Building Inspector).**