

# City of Cortland New York Fire Department Code Enforcement

## Rental Registry Law



# Single Family Rental



# Two Family Dwelling



# 1 or 2 Family above commercial



# Rental Registry Law & Multiple Dwellings



# Exceptions

The provisions of this chapter do not apply to:

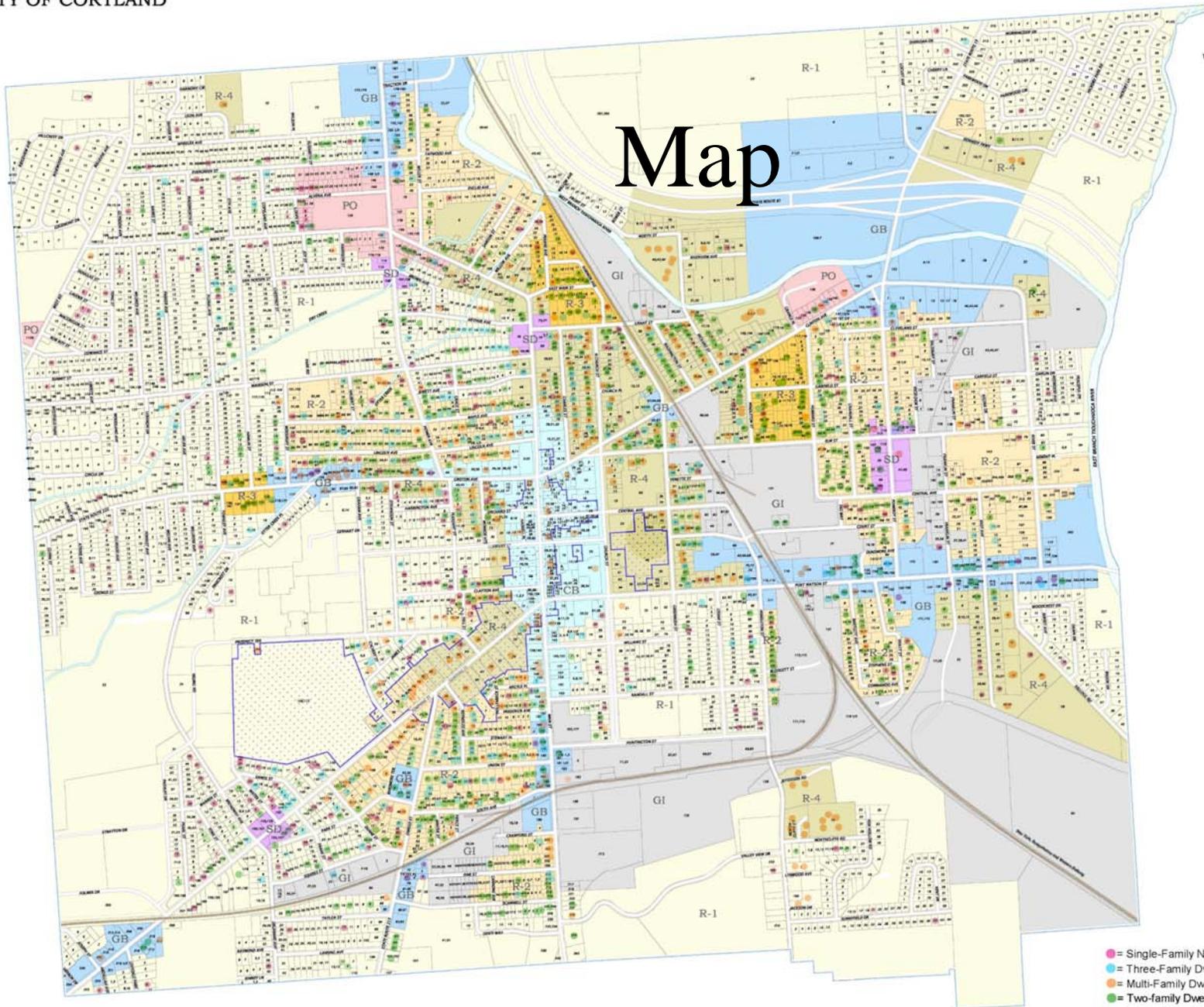
- (1) Buildings, structures and uses owned and operated by any governmental unit or governmental agency, including the State of New York, the State University College at Cortland, or the County of Cortland;
- (2) Single-family dwellings occupied by a record titleholder;
- (3) Two-family dwellings, with at least one dwelling unit occupied by the record titleholder;
- (4) Transient shelters and group homes subject to state inspection;
- (5) Residential structures of which ownership passes to a governmental unit;
- (6) Hotels or motels;
- (7) Tourist homes or bed-and-breakfast dwellings; and
- (8) Nursing homes, intermediate-care nursing homes or convalescent dwellings.

# Total Rental Units

Occupancy Type	# of Props (all numbers are approximates)	# of DU's
210 - Single-Family Dwelling Not owner occupied	337	337
220 - Two-Family Dwellings Not owner occupied	336	732
230 - Three Family Dwellings	133	399
280 - Multiple Bldgs on lot Not owner occupied	58	177
owner occupied with additional ur	40	40
411 - Multi Family 3-8 DU's	199	927
411 - Multi Family > 8 DU's	29	1043
418 - Boarding/Rooming/Frats/Sors. 3-8 DU's	2	11
418 - Boarding/Rooming/Frats/Sors. > 8 DU's	7	105
481 - Downtown Row w/ DU	15	77
482 - Downtown Row w/ DU	32	143
483 - Converted residence	34	111



# Map



- = Single-Family Non-Owner Occupied Dwelling
- = Three-Family Dwelling and/or Multiple Structures On Lot
- = Multi-Family Dwelling (Apartments-Usually More than Three)
- = Two-family Dwelling



# Inspections

- Ongoing with multiple dwellings
- Temporary permit is issued after application is received and valid for 1 year
- Will cycle the 1400 Properties or 4700 Dwelling units through 3 year period

City of Cortland Code Enforcement  
**Temporary Rental Permit**

Property Address: 123 Main Street

Rental Permit Number: 2010-1387

Building Construction Type:

Occupancy Classification:

Fire Alarm System:

Sprinkler System:

Number of Dwelling Units:

Number of Rooming Units:

Maximum Number of Permanent Occupants:

**Apartment 1: Apt. 2 Apt. 3 Apt. 4 Apt. 5 Apt. 6**

**Apartment 7: Apt. 8 Apt. 9 Apt. 10 Apt. 11 Apt. 12**

Additional Units:

Maximum Number of Vehicles Allowed for Permanent Parking:

Maximum Number of Vehicles Allowed for Temporary Parking:

Property Owner Name: Bob Smith

Representative Name: Bob Smith

Property Owner Address: 14 Hilldale Lane,  
Cortland, NY 13045

Representative Address: 14 Hilldale Lane,  
Cortland, NY 13045

Property Owner Phone:

Representative Phone:

Date of Inspection:

Date of Issuance: 07/12/2010

Signature of Issuing Official

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Staff Preparation: Implementation of Program

Document Preparation: Revise, Edit, Create and order list of required forms.

Receive 2014 file from Real Property to create new files.

Sort existing applications to prepare for registrations...refunds.

Begin mailing registration forms for multiple residence properties.

Begin phased mailing registration forms for single families **by ward**.

Begin phased mailing registration forms for two families **by ward**.

Implement scheduling and conduction of inspections for applicable one and two family dwellings.

August 6, 2014

Implementation of program to staff. Policy and procedures of Rental Permit Program shall be written.

August 14, 2014

Document Preparation of forms. Ordering forms and additional envelopes from outside vendor.

Attempt to print some forms in house\*. Budget line will be underfunded to cover additional anticipated costs for printing supplies while maintaining normal operation of day to day needs.

September 1, 2014

November 1, 2014

December 1, 2014

January 2015

# Rental Permit Applications

- Refunds will be given for original permit fee which is now exempt
- Permit application originally submitted shall be resubmitted for each building on a new form with updated information (no fee if paid 2010)
- New applications and fee \$80
- New applications shall accepted by mail or in person to the Code Enforcement Office

# Rental Permit Code Chpt 102

- Code is available in paper form at the City Clerk or the Code Office
- Code will be posted up on website in PDF
- The old code remains up on the website  
<http://ecode360.com/14026021>

Will be replaced

# New Forms

## 2014 Revised Rental Housing Law

- Appeal form to the ZBA
- **Registration form**
- Application for inspection
- **Self Certification form**
- Violation Notice (Revocation form)
- Complaint form for tenants
- Administrative Search Warrant
- Consent Form
- **Rental Permit**
- Notice of Sale
- Copies of Rental Housing Law
- Copies of NYS DOS Variance Forms
- **Temporary Rental Permit**
- Court Proceeding Forms
- Variance Forms for ZBA
- Temporary Suspension Forms
- Request for Inspection

# QUESTIONS