

For Office Use Only:

TAX MAP # _____ APP # _____ RECEIPT # _____ INSPECTION DATE _____

Town of Huntington
Accessory Dwelling Unit Bureau
100 Main Street, Room 205, Huntington, NY 11743
Phone: 631-351-3009 Fax: 631-351-7160

Non-Owner Occupied Accessory Dwelling Unit Permit Renewal Application (revised 3/2022tb)

SECTION 1: Type of Application () RENEWAL

SECTION 2: Owner(s) Information/Contract Vendee(s) Information

Name of all owner(s) on deed (contract) _____

Apartment Address _____

Mailing Address if different from above _____

HOME PHONE: (____) _____ CELL PHONE: (____) _____ BUSINESS PHONE: (____) _____ EMAIL: _____

Name(s) of Adult Occupant(s) in Main Dwelling: _____

Number of children occupant(s) in Main Dwelling: Under 5 years _____ 5-18 years _____

SECTION 3: Apartment Information: **ALL QUESTIONS MUST BE COMPLETED**

Number of vehicles utilized by: apartment occupants _____ main-dwelling occupants _____

Apartment occupied (please circle) Yes No by a family member Yes No Lease expiration date _____ no lease

Name(s) of Adult Occupant(s) in Apartment _____

Number of apartment children occupant(s) Under 5 years _____ 5-18 years _____

SECTION 4: OWNER AFFIDAVIT

I swear the following is true:

1. I / We are the owner's in fee of the premises described above or are in contract for the same.
2. I / We have read this application and know the information is true and accurate, and sign this affidavit with full knowledge that the Town of Huntington is relying on these representations as a basis to issue an Accessory Dwelling Unit permit.
3. I / We shall fully comply with all the NYS fire prevention and building codes requirements of the Town code of the Town of Huntington.
4. I / We fully understand any violation of building and housing code, local laws and ordinances shall result in any special use permit issued to me / us becoming null and void.
5. I / We consent to periodic inspections pursuant to §198-136(D)
6. I / We will give the Town of Huntington Accessory Dwelling Unit Bureau proper notice of removal of said apartment to comply with Town Code and I/We will schedule a removal inspection within thirty (30) days of removal.
7. I / We understand that there shall be no more than one accessory dwelling unit on the premises at all times.
8. I / We understand that the premises that are the subject of this application shall remain owner occupied at all times. Failure to do so shall result in the special use permit becoming null and void.
9. I / We represent that all statements contained in this application are true and accurate.

False statements made herein are punishable as a class "A" misdemeanor pursuant to section 210.45 of the Penal Law of the State of New York.

ALL APPLICATIONS MUST BE SIGNED BY ALL OWNERS LISTED ON THE DEED AND NOTARIZED

Signature of Owner/Contract Vendee

Signature of Owner/ Contract Vendee

MUST BE NOTARIZED

Sworn to me this _____ day of _____, 20____

MUST BE NOTARIZED

Sworn to me this _____ day of _____, 20____

TO ASSIST IN PAYMENT WE ACCEPT: AMEX, Discover, MasterCard & Visa. Simply fill out all information below.

TYPE OF CREDIT CARD: _____ AMOUNT \$ _____

ACCOUNT # _____ EXPIRATION DATE _____

3 DIGIT CODE ON BACK OF CREDIT CARD ON SIGNATURE BAR (following account #) _____

CARDHOLDER SIGNATURE X _____ DATE _____

Card member acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the card member's agreement with the issuer. Revised 3/2022tb

Accessory Dwelling Unit Bureau
& Rental Permit Division
Town Hall • 100 Main Street
Huntington, NY 11743-6991



Phone: (631) 351-3009
Fax: (631) 351-7160

TO ALL NON-OWNER OCCUPIED ACCESSORY DWELING UNIT PERMIT OWNERS:

The Accessory Dwelling Unit Law §198-143(C) states that if the property owner is “not a resident(s) of the Town of Huntington...shall designate a person who is a resident of the Town of Huntington and notify...of such designation and to whom they will give power of attorney to act on their behalf in all matters related to the conditions and requirements of the accessory dwelling unit permit.”

Section (C)(2) also states that non-owner occupied properties ... who are residents of the Town of Huntington but will absent themselves from the Town for a period in excess of forty-five (45) days shall designate during that period of absence a person who is a resident of the Town of Huntington and who will be present during the permit holder’s period of absence to whom the permit holder designates and gives power of attorney to act on the permit holder’s behalf in all matters related to the conditions and requirements of the accessory dwelling unit permit and shall notify the Hearing Officer of such designation.”

Please complete the section below if it applies to your property.

DESIGNATED AGENT:

Name:

Address:

Phone Number: _____ Cell Phone Number: _____

Email: _____

Accessory Dwelling Unit Bureau
& Rental Permit Division
Town Hall • 100 Main Street
Huntington, NY 11743-6991



Phone: (631) 351-3009
Fax: (631) 351-7160

CARBON MONOXIDE & SMOKE DETECTOR AFFIDAVIT

State of New York } Sec. _____ Blk. _____ Lot. _____

ss:

County of Suffolk }

I/we are _____ the Owner(s) of real
property located at _____

The premise described is a one or two family dwelling and is classified as an R3 occupancy by the 2010 *Fire Code of New York State*.

I/we hereby attest and affirm that, in accordance with the provisions of §610 of the 2010 *Fire Code of New York State*, that carbon monoxide detector(s) have been installed, maintained, and are in operable condition within each dwelling unit or sleeping unit located within the above referenced structure where carbon monoxide producing equipment is located.

I/we attest and affirm that, in accordance with the provisions of §704 of the 2010 *Property Maintenance Code of New York State*, that smoke detectors have been installed, maintained, provided with an appropriate power source, and are in operable condition in the following locations:

- 1) On the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms.
- 2) In each room used for sleeping purposes.
- 3) In each story within (all) dwelling unit(s), including basements and cellars, while excluding crawl spaces, and uninhabitable attics.

or

I/we attest and affirm that, in accordance with §R313.1 of the 2010 *Residential Code of New York State*, a residential fire alarm system with central station interconnection has been installed throughout the premise, and is in proper working order.

This affidavit is submitted in accordance with NYS Executive Law §37B, as modified by the current requirements of the 2010 *Fire Code of New York State*.

This affidavit is signed and submitted by the owner(s).

Dated: _____

Signature: _____

Name (print): _____

Sworn before me this ____ day of _____ 20____

****MUST BE SUBMITTED WITHIN 30 DAYS OF INSPECTION****

Notary Public

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

Carbon Monoxide Detection Requirements: 2010 Fire Code of New York State (One-family dwellings)

610.3.1.1 Buildings constructed on or after January 1, 2008.

610.3.1.1.1 A carbon monoxide alarm shall be provided on each story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

610.3.1.1.2 A carbon monoxide alarm shall be provided on each story that contains a carbon monoxide source.

610.3.1.2 Buildings constructed prior to January 1, 2008. A carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

Carbon Monoxide Detection Requirements: (Two-family dwellings, townhouses, condos, co-ops.)

610.3.2.1 Buildings constructed on or after January 1, 2008. Within each dwelling unit:

610.3.2.1.1 A carbon monoxide alarm shall be provided on every story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

610.3.2.1.2 A carbon monoxide alarm shall be provided on every story that contains a carbon monoxide source.

610.3.2.2 Buildings constructed prior to January 1, 2008. Within each dwelling unit, a carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

Smoke Detection Requirements: 2010 Property Maintenance Code of New York State

(1&2 Family dwellings, townhouses, condos, co-ops.)

704.2 Smoke alarms. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-3.... (1&2 Family Dwellings).... regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.

704.3 **Power source.** In Group R occupancies (Residential) and in dwellings not regulated as Group R occupancies, single-station smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection. **Exception:** Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes.

704.4 **Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in GroupR-3,(1&2 Family Dwellings) the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed. **Exceptions:**

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

2010 Residential Code of New York State

R313.1 Smoke detection and notification. All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72. *Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted.* (If a low voltage central station alarm system is installed single station devices are not required.)