



INCORPORATED VILLAGE OF OCEAN BEACH

POST OFFICE BOX 457
OCEAN BEACH, NEW YORK 11770-0457
TEL: (631) 583-5940
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JAMES S. MALLOT, *Mayor*
JASON BENDICKSON, *Trustee*
MATTHEW M. BLAKE, *Deputy Mayor*
CHRISTOPHER F. NORRIS, *Trustee*
BRIAN C. POWER, *Trustee*

STEVEN W. BRAUTIGAM, *Clerk/Treasurer*
KEVIN J. SCHELLING, *Superintendent of Public Works*

2017 PROCEDURES FOR SUBMITTING RENTAL PERMIT APPLICATIONS

(MUST BE SUBMITTED 5 DAYS PRIOR TO RENTAL DATES)

*AN ORIGINAL CURRENT POST-SANDY ELECTRICAL CERTIFICATE, WITH SEAL, MUST BE ON
FILE IN THE VILLAGE OFFICE.*

INTENT TO RENT WITH NO TENANT SECURED (Prior to Listing with Realtor or advertising of any nature):

- Complete all portions of Rental Permit Application with the exception of tenant and dates
- Complete all portions of BBQ Permit Application section if appropriate
- Include any other attachments necessary as per application
- Submit with the \$100 Application Fee
- Upon approval, a **Phase I Letter Permit** will be issued
- When lease is secured, notify Village Office IN WRITING of all the tenant's addresses, telephone numbers, and the date of the rental
- Upon approval, a Rental Permit will be issued for posting at the property

INTENT TO RENT WITH TENANT SECURED (Not listing with Realtor, nor advertising of any nature):

- Complete all portions of the Rental Permit Application
- Complete all portions of BBQ Permit Application section if appropriate
- Include any other attachments necessary
- Submit with the \$100 Application Fee
- Upon approval, a Rental Permit will be issued for posting at the property

ALL PROVISIONS OF THE RENTAL LAW OF THE CODE OF THE VILLAGE OF OCEAN BEACH
CONTINUE TO APPLY