



Village of Colonie

Village Hall, 2 Thunder Road, Colonie, NY 12205
Telephone: (518)869-7562 Fax (518) 464-0389
www.colonievillage.org
villagehall@colonievillage.org

**Building
Department**

RESIDENTIAL OCCUPANCY PERMIT APPLICATION

This form begins the process of registering rental dwelling units on the Village of Colonie’s Residential Occupancy Registry. ROP inspections cannot be scheduled until the registration fee of \$100 per unit has been paid. ROP’s will be issued once all units have passed an inspection by one of our Code Enforcement Officers.

GENERAL INFORMATION

RENTAL PROPERTY ADDRESS: _____

FREQUENCY OF RENTAL TERMS: _____ MONTHLY _____ YEARLY _____ OTHER

TOTAL UNITS AT THE PROPERTY: _____ X **\$100** = _____
TOTAL REGISTRATION FEE

PROPERTY INFORMATION

UNIT NUMBER	NUMBER OF OCCUPANTS	NUMBER OF BEDROOMS

OWNER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

AGENT/PROPERTY MANAGEMENT INFORMATION (if applicable)

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

By submitting this form, I hereby certify that all statements made herein are true and accurate to the best of my knowledge. I acknowledge that if any information contained herein changes, it is my obligation as the owner of the property to re-file an updated Residential Occupancy Permit Application with the Village of Colonie Building Department. I certify that I will comply with renewing the registry with each new tenant, or every 24 months, whichever comes first.

SIGNATURE: _____ DATE: _____

[FOR OFFICIAL USE ONLY]

DATE: _____ APPROVED BY: _____ FEE: _____

RESIDENTIAL OCCUPANCY PERMIT INFORMATION

REGISTRATION RENEWAL. Your rental units will remain registered for 24 months after the date your residential occupancy permit is issued, or until a new tenant moves into a unit. Re-registration, including a new registration inspection, will be required at the end of the 24-month period, or once a new tenant moves in.

ROP DELIVERY. The Residential Occupancy Permit will be issued at the time of a successful property inspection, and the permit will be emailed to the property owner to keep on file.

INSPECTIONS. Code Enforcement Officers will conduct inspections on the property to ensure that the property is compliant with the Building and Fire Code. Note, work done to comply with code will often require a building permit. Receiving a residential occupancy permit does not substitute for the building permit process. In a standard inspection, officers will look at 1) smoke and carbon monoxide detectors, 2) open means of egress, 3) general cleanliness, 4) potential structural problems, 5) electric facilities, and 6) running, clean water. Failures in these areas may lead to deeper investigation.

SMOKE DETECTOR LOCATIONS. For typical small residential buildings, smoke detectors are required on the ceiling or wall outside and in the vicinity of each bedroom area, in each bedroom, and on each floor. Smoke detectors are most effective when placed high in a room.

CARBON MONOXIDE DETECTOR LOCATIONS. In typical small residential buildings with fuel burning appliances, carbon monoxide detectors must be installed outside and in the vicinity of each bedroom area. Carbon monoxide detectors are most effective when placed low in a room.

OPEN MEANS OF EGRESS. In most cases, there should be at least two ways of getting out of a residential unit in the event of an emergency. These ways out must be properly lit, and clear of debris. The unit should also be free of rubbish, garbage and hazardous materials. This is often the responsibility of the tenant to maintain.

RE-INSPECTIONS. If code violations are discovered during the first inspection, you will be provided with a list of those violations and what needs to be done to remedy them. Unless they are critical, you will be given 30 days to make the necessary repairs or changes/

NO-SHOW AND LATE CANCELLATIONS. If no one is at the property to let the inspector perform the inspection at the scheduled time, a \$50/unit no-show fee may be assessed. Cancellations received less than 24 business hours before the scheduled inspection may also incur a \$50/unit fee.