



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
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RENTAL PERMIT APPLICATION CHECKLIST

- Smoke detectors in every bedroom and a smoke detector in the common area (hallway, living room, etc.) of each floor.
- Carbon monoxide detectors required on each habitable floor within 15 feet of bedrooms (large houses may require more than one per floor)
- G.F.I. outlets are required around water sources (i.e. kitchen sink, bathrooms, laundry rooms)
- No open electrical outlets, exposed wiring, spliced visible wires, open junction boxes, exposed bus bars, etc. that pose an electrical shock and/ or fire hazard.
- The electrical panel cannot be obstructed or covered and the breakers must be labeled. No missing fuses/ breakers allowed within the electrical panel.
- The pressure relief valve for the hot water heater/ boiler must be no more than 6” from the floor – piping must be pointed downward in case of release.
- The occupancy for a residence is determined by square footage of bedrooms.
- All finished basement space must be permitted by the building department
- Bedrooms below grade (i.e. basement) must have an egress window along with a code complaint emergency escape well.
- Egresses (windows, doors, etc.) must be free of any obstructions.
- Any doors on the residence leading directly to the swimming pool must have an audible pool alarm.
- Pool gates must be self-closing and self-latching with the gate opening away from the swimming pool.
- Pool enclosures must be 4 feet (48 inches) tall with a gap of less than 2 inches between the enclosure and the ground.
- Temporary pool enclosures are not allowed except during construction of said pool (i.e. “Florida barriers” are non-compliant). The pool enclosure must be permanent and cannot be climbable.
- All debris must be stored out of view/ in an acceptable container (i.e. construction equipment, lawn care, painting equipment, tools, etc. kept in the garage or shed)
- Lawn and shrubbery must be maintained in an acceptable manner (under 10 inches in height for the lawn)
- The number of allowable vehicles overnight at a rental property is no more than 4.
- Exterior of structures must be in good repair.
- All structures on the property requiring certificates of occupancy or certificates of compliance must have the necessary approvals. This applies to the dwelling, accessory structures, fences, etc.