

**Town of Walworth**  
**Application for Short-Term Rental Permit**  
Building & Code Department • (315) 986-1400 (Option 4)

**Brett Malafeew**  
Code Enforcement Officer

**APPLICATION FOR SHORT-TERM RENTAL PERMIT**

New                       Renewal

**RENTAL PROPERTY ADDRESS:**

Tax Map Number: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Manager/Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name(s)/Address(es) of Adjacent Owners within 150 Feet:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*PAYMENT INFORMATION & CONFIRMATION - OFFICE USE ONLY\*\***

Permit (New)                       Permit (Renewal)

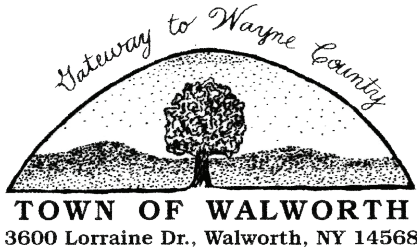
Form of Payment: Check # \_\_\_\_\_ Amount Received: \_\_\_\_\_

Date : \_\_\_\_\_ Received By: \_\_\_\_\_

**With the filing of this permit the undersigned owner(s) affirm and certify the following:**

1. I will provide and maintain one (1) functioning smoke detector in each sleeping room as well as one (1) functioning smoke detector and one (1) functioning carbon monoxide detector per floor.
2. A functioning and inspected fire extinguisher are mounted in the kitchen and at each exit doorway.
3. Exterior doors are operational and all passageways to exterior doors are and shall be clear and unobstructed.

*(continued on back of document)*



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**With the filing of this permit the undersigned owner(s) affirm and certify the following (cont.):**

4. **An evacuation plan shall be posted in the common area of the subject property detailing egresses to be used in the event of a fire or smoke condition. It shall also detail where fire extinguishers are located.**
5. The electrical system is serviceable with no visual defects or unsafe conditions. All fireplaces, fireplace inserts and other fuel burning heaters and furnaces are vented and properly installed.
6. Each sleeping room has an exterior exit that opens directly to the outside or an emergency escape or rescue window.
7. The number of sleeping rooms is:
  - a. Basement: \_\_\_\_\_
  - b. First Floor: \_\_\_\_\_
  - c. Second Floor: \_\_\_\_\_
  - d. Other: \_\_\_\_\_ Location: \_\_\_\_\_
8. The number of off-street parking spaces is \_\_\_\_\_ (must be one for every bedroom plus 1). The maximum number of vehicles is five (5). Trailers of all types count as vehicles.
9. **Attached is a copy of the site plan of the property, drawn to rough scale, showing the location of buildings and parking.**
10. The occupancy is \_\_\_\_\_. Maximum Occupancy is Ten (10).
11. The house number is visible from the street or road.
12. Provisions have been made for weekly garbage removal, and garbage will be secured in containers with tight-fitting covers and placed where they are not clearly visible from the street or road except around pick-up time.
13. Advertisements for the rental conform to what is allowed under the short-term rental regulations and the short-term rental permit.
14. The short-term rental permit will be prominently displayed inside and near the entrance of the rental property, and a copy will be provided to every property owner within 150 feet of the short-term rental property.
15. **I (we) acknowledge receipt of the attached Walworth Town Code Chapter 141-Short Term Rentals.**
16. I (we) have met and will continue to comply with the standards of the short-term rental regulations and permit, including, but not limited to, the requirement to inform the Town Code Enforcement Officer for any reason this certification is or becomes inaccurate.
17. The applicant agrees to allow inspections by the Code Enforcement Officer at application, renewals and to investigate complaints.
18. **With this application, I have enclosed a Certificate of Liability Insurance indicating that the premises are insured as a short-term rental.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Approval Signature	Date