



TOWN OF  
**BEEKMAN**  
*New York*

4 Main Street  
Poughquag, NY 12570  
[www.townofbeekman.com](http://www.townofbeekman.com)  
(845) 724-5300 x 237

**Short Term Rental Permit Application**

Date: \_\_\_\_\_

1. Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Tax Parcel ID: \_\_\_\_\_

4. Total number of bedrooms in entire home: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

5. Total number of bedrooms for short term rental: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

6. Square footage and ceiling height of bedroom(s) **used for short term rental:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. Number of persons (1 or 2) to be accommodated in each short-term rental bedroom: \_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH APPLICATION:**

1. A sketch indicating the location of each bedroom in the dwelling proposed to be rented and 2 means of egress from each bedroom must be included with application
2. For **hosted**, Certification that the property is the owner's primary residence verified by one of the following:
  1. Proof of receipt of New York State STAR Credit or STAR property tax exemption
  2. Copy of filed federal or state tax return showing the owner being domiciled at property
  3. Other evidence satisfactory to the Town that the property meets the primary residence criteria
3. For **Unhosted**:
  1. Deed or satisfactory evidence satisfactory evidence that property is owned by applicant

2. Designated agent responsible and authorized to act of owner's behalf who resides within a 20 mile radius of property AND lives within Dutchess County.
4. Proof of insurance coverage for short term rental use
5. A sketch map or photos of the site sufficient to show the location of driveway, number and location of existing parking spaces, number of parking spaces available for short term rental.
6. A signed and notarized certification attesting to the fact that:
  - 1.The property is owned by the applicant
  - 2.The property is the applicant's primary residence **if hosted**
  - 3.The applicant will reside in the dwelling during the rental **if hosted**
  - 4.The property is fit for human habitation and is safe
  - 5.The application will comply with all conditions and restrictions of the permit
  - 6.No portion of cellar or attic will be used as habitable space
  - 7.The property is in compliance with all of the provisions of applicable Town Code and New York State Fire Prevention and Building Codes
7. If owner intends to prepare and serve food to guests, proof of compliance with the licensing requirements administered by the Dutchess County Department of Behavioral and Community Health applicable to bed and breakfast establishments
8. Any such other information deemed necessary by the Building Inspector and Town Board
9. Application fee of \$100

**If approved:**

1. Inspection fee of \$125
2. Permit fee of \$100

**RENEWAL OF PERMIT:** Owner is responsible for payment of the Hotel Occupancy Tax to Dutchess County either directly or through Airbnb or similar websites. Owner must present proof of payment of taxes in order to renew permit.

**Property requires an inspection by the Town Building Inspector at the time of the application and prior to permit renewal. All smoke and carbon monoxide detectors must be in working order.**

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of property owner: \_\_\_\_\_

**For Town Use Only**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Expires: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Paid on: \_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_