



Proposed Short-Term Rental Permit Requirements

- Local 24/7 emergency contact. The designated representative must be reachable 24/7 and live within a 30-minute drive to the short-term rental unit. This person may be the owner as long as those criteria are met. It is the owner's responsibility to contact the Village of Saranac Lake within 48 hours if there is a change of representative.
- Signed affidavit stating that the property meets all health and safety standards.
 - Compliance with the following standards:
 - (1) There shall be one functioning smoke detector in each bedroom and at least one functioning smoke detector in at least one other room, one functioning fire extinguisher in the kitchen and in each room with an open flame source, and at least one carbon monoxide detector.
 - (2) Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
 - (3) Electrical systems shall be serviceable with no visual defects or unsafe conditions.
 - (4) All fireplaces, fireplace inserts or other fuel burning heaters and furnaces shall be vented and properly installed, and flues cleaned within 12 months of application for permit.
 - (5) Each bedroom shall be in compliance with the New York State Building Code.
- Map/sketch and description of parking plan provided to guests. Description and plan showing where the spots will be located on the property (not on-street parking) that you will provide to your guests.
 - The maximum number of motor vehicles for a short-term rental shall be one vehicle per bedroom. Parking spaces may not be located on any part of the lawn or on any part of a sidewalk.
 - Properties located within downtown (zoning district E) are exempt from the parking map requirement.
- Franklin or Essex County Room Occupancy Tax Registration Certificate
- Parcel ID number-Tax Map ID

- Occupancy Limit: 2 people per bedroom plus 2 (studio apartment occupancy limit is 2 people). Each bedroom shall be in compliance with the NYS Building Code.
- A signed agreement to comply with the following rules, which will be posted in plain view of all renters:
 - Maintain quiet hours between 10pm and 7am
 - Provide weekly garbage pick-up during rental periods
 - Provide garbage containers with tight fitting covers at all times and be placed where they are not clearly visible from the street except as required for pick-up times
 - Maintain a house number visible from the street or road at all times
 - Dogs (if permitted by the owner) shall be leashed at all times when outside and picked up after
- Sliding scale fee schedule
 - For example:

Studio-2 bedrooms	\$
2-5 bedrooms	\$\$
5+ bedrooms	\$\$\$