



## **Town of Riverhead Building Department**

**4 W Second Street, Riverhead, New York 11901**

**(631) 727-3200 Ext. 213**

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

## **BED AND BREAKFAST PERMIT REQUIREMENTS**

1. Building Permit Application (2 pages, signed and notarized);
2. Disclosure Affidavit (signed and notarized);
3. Inspection acknowledgment checklist;
4. Copy of the approval resolution by the Riverhead Town Board;
5. Proof that Covenant and Restrictions, subject first to approval of Town Attorney's Office, have been recorded with the Town and Suffolk County Clerk's Offices, if applicable;

Bed and Breakfast establishments must be owner-occupied and designed in accordance with Appendix J of the International Residential Code with New York State Supplements and §301-240 of the Code of the Town of Riverhead (attached)

**Please be aware that annual inspections are required for compliance**



# APPLICATION FOR BUILDING & ZONING PERMIT

4 W Second Street, Riverhead, New York 11901

631-727-3200 ext. 213

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Tax Map # \_\_\_\_\_

Application No. \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_ Receipt \_\_\_\_\_

Approved by \_\_\_\_\_ Zoning District \_\_\_\_\_ Building Fee \$ \_\_\_\_\_ Electrical Fee \$ \_\_\_\_\_

All information below to be filled out by applicant. A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This application is to be submitted accompanied by building plans drawn to scale in duplicate, showing elevations, floor plans, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of all material where applicable.

## THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Contact \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

## Property Location of *Proposed Work*

CONTACT PERSON (if different from owner) The person to receive all correspondence including permit and associated certificate:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Contact \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

<input type="checkbox"/> Residential - Estimated cost of proposed construction \$ _____	<input type="checkbox"/> Deck		
<input type="checkbox"/> Commercial - Estimated cost of proposed construction \$ _____	<input type="checkbox"/> _____ Car Attached/Detached Garage		
<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> New Commercial Structure		
<input type="checkbox"/> Manufactured/Modular Home	<input type="checkbox"/> Bulkhead/ Dock		
<input type="checkbox"/> Excavation/Land clearing: approx _____ cu.yds. removed	<input type="checkbox"/> Demolition		
<input type="checkbox"/> Addition	<input type="checkbox"/> Agricultural Worker Housing		
<input type="checkbox"/> Alteration	<input type="checkbox"/> Condominium		
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Use Permit _____		
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Miscellaneous _____		
Pool Specifications (if applicable)			
<input type="checkbox"/> In ground	<input type="checkbox"/> Above ground	<input type="checkbox"/> Hot tub/spa	<input type="checkbox"/> Heater _____
Electric/Gas			

# APPLICATION FOR BUILDING & ZONING PERMIT

Please describe project and/or special conditions:

ZONING SPECIFICATIONS: Fill in for new building, or addition to existing building or a change of occupancy. Indicate on the plot plan in triplicate, street names, the location and size of property, the location and setbacks of proposed buildings and existing buildings. Show proposed buildings in dotted lines and existing buildings in a solid line. All distances are measured from property line to nearest part of building.

**All work must be in compliance with the Building Code of New York State.**

Existing building type/use \_\_\_\_\_ Proposed building \_\_\_\_\_ sq. ft. Garage \_\_\_\_\_ sq. ft.

Existing building \_\_\_\_\_ sq. ft. Proposed addition \_\_\_\_\_ sq. ft. Number of Bedrooms \_\_\_\_\_

Existing Floor 1 \_\_\_\_\_ sq. ft. Proposed Floor 1 add \_\_\_\_\_ sq. ft. Height \_\_\_\_\_ ft.

Existing Floor 2 \_\_\_\_\_ sq. ft. Proposed Floor 2 add \_\_\_\_\_ sq. ft. Impervious surface \_\_\_\_\_ %

Electrician: \_\_\_\_\_ License # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Plumber: \_\_\_\_\_ License# \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor: \_\_\_\_\_ License# \_\_\_\_\_

## AFFIDAVIT

Town of Riverhead \_\_\_\_\_ )  
County of Suffolk \_\_\_\_\_ ) s.s.  
State of New York \_\_\_\_\_ )

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Ordinance, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Sworn to be before this \_\_\_\_\_ day \_\_\_\_\_  
of \_\_\_\_\_ 20 \_\_\_\_\_ Signature \_\_\_\_\_  
\_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Notary Public, Suffolk County, New York

**Read this document carefully.  
You may consult your attorney before completing.**

**Disclosure Affidavit**

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, \_\_\_\_\_ an applicant for  
the following relief: \_\_\_\_\_ and being duly  
(Type of Permit)  
sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the General Municipal Law and that a  
knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That \_\_\_\_\_ is a State Officer, is an officer or employee of Riverhead  
(Name of Relative)  
Town, and:

***Check here if not applicable (i.e., you have no relative working for the Town of Riverhead.)  
and please sign below before a notary public.***

**That this person has an interest in the person, partnership or association requesting the above stated relief.**

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he,  
his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or  
association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any  
payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable  
approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New  
York or American Stock Exchange shall not constitute an interest for the purpose of this section.

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(Signature)

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

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Notary Public



**AUTHORIZATION LETTER  
FROM THE PROPERTY OWNER TO THE  
TOWN OF RIVERHEAD**

SCTM: 0600/ \_\_\_\_\_

Premises: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Regarding Bed & Breakfast Inspection Authorization:

I am the owner of record for the above referenced property. I, \_\_\_\_\_, hereby authorize the Town of Riverhead and the Building Department to conduct inspections as required by Chapter 217 of the Town of Riverhead Town Code.

\_\_\_\_\_  
Owner(s)

Sworn before me on this \_\_\_\_\_ day

Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**§ 301-240**

**Bed-and-breakfast facilities.**

[Added 7-19-1994; amended 5-2-1995; 9-7-2005 by L.L. No. 48-2005; 9-15-2009 by L.L. No. 51-2009]

A. The bed-and-breakfast use shall be an accessory use to a one-family dwelling and shall be located within the one-family dwelling in residential, commercial and agricultural zoning use districts.

B. The use in all districts allowed under this section shall be exclusively owner-occupied single-family housing. "Owner-occupied one-family dwelling" shall mean a person's legal primary residence as defined in the federal and state tax laws, with proof of real estate ownership/title of said premises and property.

C. The structure shall maintain the character of a one-family dwelling.

D. The residence shall be the primary residence of the owner, who is also the operator.

E. All one-family dwellings incorporating bed-and-breakfast as an accessory use shall be a minimum of 2,000 square feet in living area.

F. The maximum number of rented rooms permitted in a bed-and-breakfast shall be limited to five and the length of stay within a bed-and-breakfast shall be a maximum duration of two weeks or 14 consecutive days. Documentation verifying the length of stay of each guest, such as a registration ledger or receipts, will be made available to the Code Enforcement Officer or the Building Department upon request.

G. Any meal served shall be served only to guests of the bed-and-breakfast facility.

H. The use of amenities provided by the bed-and-breakfast, such as outdoor areas and gardens, swimming pool or tennis court, shall be restricted in use to the overnight guests and permanent residents of the facility.

I. Cooking facilities shall be prohibited in guest bedrooms.

J. Guest rooms may not be used as legal residences in order to enroll children into a school district.

K. Upon the issuance of a special permit for bed-and-breakfast facilities, the Town Board shall require an annual inspection and compliance permit for bed-and-breakfast use upon real property to be issued by the Building Department for continued operation. The Town Building Department shall either approve or deny the reissuance of this compliance permit for the bed-and-breakfast use as a result of such inspection. Said compliance permit is not transferable with the real property. New property owners must obtain a new compliance permit pursuant to Subsection J of this special permit requirement being fulfilled, i.e., a new written permission from the property owner allowing the Town to conduct periodic inspections including the annual inspection shall be on file with the Building Department before issuance of the new compliance permit.

L. All guest rooms must conform to the New York State Uniform Fire Prevention and Building Code requirements for habitable space.

M. A site plan and detailed floor plan shall be required as a condition of this special permit.

N. Written permission from the property owner allowing the Town to conduct periodic inspections including the annual inspection shall be on file with the Building Department before issuance of the compliance permit.

O. An application for a compliance permit shall be filed with the Building Department each year with an annual filing fee of \$100.