



THE TOWN OF RIVERHEAD IS HAPPY TO ANNOUNCE A NEW STREAMLINED ONLINE
PROCESS TO RENEW AND/OR APPLY FOR A RENTAL PERMIT

The OpenGov Rental Permit Application Process



Code Enforcement Online Violation Complaint

Town Code

[Home](#) › [Departments](#) › Code Enforcement

CODE ENFORCEMENT

The Code Enforcement Division ensures public safety and promotes the highest achievable quality of life for the Town of Riverhead's residents, business owners, and tourists.

The Code Enforcement Officers of the Town enforce the Town Code, Property Maintenance Codes, and Parking Regulations through measures and procedures that emphasize compliance. Enforcement employs education along with fair, consistent, and equitable enforcement measures while protecting the constitutional rights of all Americans.

For all general questions regarding code complaints; please use this [complaint form](#) or call 631-727-3200 ext 612.

Rental Permits

The Town of Riverhead is happy to announce a new streamlined online process to renew and / or apply for a rental permit.

The requirement for this process is that an applicant maintains a valid email address or a mobile phone with text/sms capabilities. Should you not have an email address or mobile phone, please contact this office at the above phone number for further instructions on how to apply. Additionally, a public kiosk station and scanner is situated in the vestibule of the Code Enforcement office for your convenience.

Apply for a Rental Permit

- [Apply for a Rental Permit: OpenGov Application Portal](#)
- [Instructions: How to Apply for a Rental Permit with OpenGov \(PDF\)](#)

Printable Department Documents

- [Licensed Professional Inspection Report \(PDF\)](#)
- [Floor Plan Example Information Packet \(PDF\)](#)
- [Complaint Form \(PDF\)](#)
- [Code Compliance Inspection Form \(PDF\)](#)

Contact Us

Code Enforcement

Physical Address [View Map](#)

4 West Second Street
Riverhead, NY 11901

[Directions](#)

Phone: [631-727-3200](#)

Hours

Monday through Friday
8:30 am to 4:30 pm

[Directory](#)

Richard Downs

Senior Town Investigator

[Email Richard Downs](#)

Phone: [631-727-3200 Ext. 277](#)

Nicole Buckner

Town Investigator

[Email Nicole Buckner](#)

Phone: [631-727-3200 Ext. 230](#)

Ivan Soto

Code Enforcement Officer (Spanish
Speaking)

[Email Ivan Soto](#)

Rental Permits

The Town of Riverhead is happy to announce a new streamlined online process to renew and / or apply for a rental permit.

The requirement for this process is that an applicant maintains a valid email address or a mobile phone with text/sms capabilities. Should you not have an email address or mobile phone, please contact this office at the above phone number for further instructions on how to apply. Additionally, a public kiosk station and scanner is situated in the vestibule of the Code Enforcement office for your convenience.

Apply for a Rental Permit

- [Apply for a Rental Permit: OpenGov Application Portal](#)
- [Instructions: How to Apply for a Rental Permit with OpenGov \(PDF\)](#)



User Guide: Creating Rental Submissions on the Riverhead, NY Portal

By following this guide, individuals can efficiently register rentals while also gaining access to tools for tracking their submissions and communicating with reviewers.

Katelyn Martin-Contreras | 15 steps | 46 seconds

 Opengov

 Viewpointcloud

1 Navigate to <https://riverheadny.portal.opengov.com/> 

2

Click here.



Town of Riverhead, NY

[Login](#) [Sign Up](#)

Discover Online Services

Choose below to browse services by department



Rental Permits
Residential Rental Registration Process

[Explore](#)



Help, Links, Guides & Other Information

[Explore](#)



3

Click "Select" on the Rental Registration record.



Town of Riverhead, NY

Login Sign Up

Rental Permits

The mission of the Rental Division is to safeguard public health, safety, and welfare of the tenants and their families by enforcing Building, Property Maintenance, and Zoning codes, and ordinance of the Town of Riverhead, which will preserve and enhance property value, and promote a quality of Riverhead as the preferred place to reside and conduct business.

Apply Online

Residential Rental Registration Process

NOTE: With the exception of Apartment Buildings and Non-transient Motels/Hotels a SEPARATE REGISTRATION is required for EACH rental building or unit. Example if you have a two-family residence you are required to register both units within separately.

Select



4

Click "Apply Online"



Town of Riverhead, NY

[Login](#) [Sign Up](#)

provides necessary naturally occurring affordable housing. However, there may be units that violate the Town's Property Maintenance Code or other technical codes. Moreover, the Town does not have comprehensive information about the location, ownership, or condition of many units. The lack of information about these units, and the health and safety of the tenants residing in them, is of concern to officials and housing advocates.

Relying on a complaint-based enforcement program may not be adequate to ensure that residential rental units are safely maintained. Tenants may not report complaints due to fears of landlord retaliation and/or fear of government authorities. They may also face language, culture, or education barriers that deter them from using complaint-based programs. Substandard housing conditions are linked to a wide array of significant health problems - especially in children, the disabled, and the elderly. They also threaten the physical, social, and economic stability of surrounding structures, neighborhoods, and the City as a whole.

It is in the public interest that all residential rental units comply with certain minimum maintenance standards. The most effective way to obtain compliance with such standards is through registering them with periodic inspections performed of residential rental units.

[Riverhead Town Code- Rental Dwelling Units](#)

[New York State Property Maintenance Codes](#)

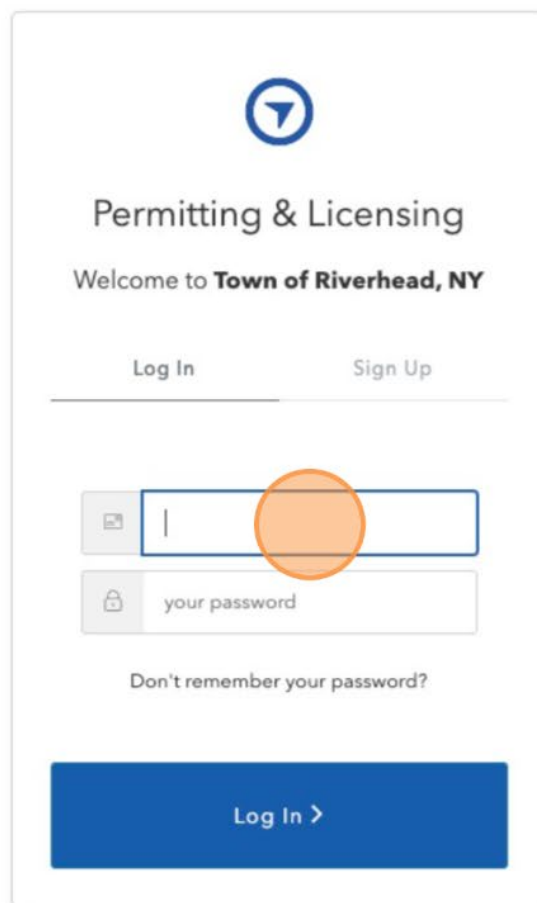
If you have questions or would like to apply in person with a paper application, please contact the Code Enforcement Department at 631-727-3200 Ext 670.


[Apply Online](#)

5

Click this email field to enter your User Profile information if you've used OpenGov before (including if it was used in a different community, you can use the same User Profile information to log in here).

If this is your first time using OpenGov, click "Sign Up".







Permitting & Licensing

Welcome to **Town of Riverhead, NY**

Log In Sign Up

 |

 your password

[Don't remember your password?](#)

[Log In >](#)



6

Click "Log In"



Permitting & Licensing

Welcome to **Town of Riverhead, NY**

Log In

Sign Up



kmartin@opengov.com



.....

Don't remember your password?

Log In >



7

Provide all of the displayed contact information, this will link to your Applicant Profile and be automatically included on future submissions.



Town of Riverhead, NY

My Account

KM Katelyn ▾

[Have a project #?](#)

Step 1 of 10 ·

[Save Draft and Exit](#)**Residential Rental Registration
Process****Confirm your contact information**

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Katelyn

Last Name

from OpenGov

Email address

kmartin@opengov.com

Phone Number

985-652-7890 ext. _____

Address 1

123 S. Katelyn Road

Address 2 (Optional)

City

Kansas City

State

MO

ZIP/Postal Code

64106

[Skip to Confirmation](#)[Force Next](#)[Next >](#)

8

Click "Next".



Town of Riverhead, NY

My Account

Katelyn



Have a project #?

Step 1 of 10

Save Draft and Exit

Residential Rental Registration Process

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Katelyn

Last Name

from OpenGov

Email address

kmartin@opengov.com

Phone Number

985-652-7890

Address 1

123 S. Katelyn Road

Address 2 (Optional)

City

Kansas City

State

MO

ZIP/Postal Code

64106

Skip to Confirmation

Force Next


Next >




9

Click "Search for an address or parcel by name, address, or Parcel ID" if you have specific location information for your complaint.

If you don't have specific location information for the Address or Parcel search, then you'll need to select "Point on Map" and associate an approximate location using the provided map.

Town of Riverhead, NY


My Account Katelyn

Have a project #?

Residential Rental Registration Process

Step 2 of 10


Save Draft and Exit


 **Search for Address or Parcel**

If you cannot find your address, please contact 631-727-3200 Ext# 670.



Search for a name, address, or Parcel ID

< Back

 Skip to Confirmation


 Force Next


Next >





10

Click "Next" once you've associated the exact or approximate location.

 Town of Riverhead, NY

My Account  Katelyn ▾

 **123 Maple Avenue**
Riverhead, NY 11901

Change Location 

Unit

No Unit ▾

Property Owner Information

Name

Phone Number

Email

Street #

Street Name

Unit

City

State

Zip Code


[< Back](#)[🔍 Skip to Confirmation](#)[🔍 Force Next](#)[Next >](#)



11

If any of the listed exceptions apply to you, you don't need to proceed with your submission. Otherwise, select "Next".

Town of Riverhead, NY

My Account  Katelyn

re a project #?

idential Rental Registration
ccess

Step 3 of 10 · [Save Draft and Exit](#)

Please select if any of the following applies to this location, if not hit Next:

This is a commercial hotel/motel business operating exclusively and catering to transient clientele, that, is customers who customarily reside at these establishments for short durations for the purpose of vacationing, travel, business, recreational activities, conventions, emergencies and other activities that are customary to a commercial hotel/motel operations. For the purposes of this section a "short duration" shall be defined as not more than 21 consecutive days.

☐

This is a residential care facility established under federal, New York State or Suffolk County guidelines or for units where occupants are in an established care program.

☐

This unit is a agricultural worker housing as defined in § 301-3 of the Riverhead Town Code.

☐

[< Back](#)

[Skip to Confirmation](#)

[Force Next](#)


[Next](#)







Complete the displayed requests for information, noting that any field marked with an "*" would be required before you can select "Next" to continue with your submission.

Town of Riverhead, NY

My Account

KM Katelyn


Have a project #?

Residential Rental Registration Process

Step 4 of 10

Save Draft and Exit

Property Information

Select the Type of Dwelling(s) Situated on the parcel * 

Select your option

Select your option

Single-Family Dwelling - (A detached building designed for and occupied exclusively as a home or residence by not more than one family)

Two-Family Dwelling - (A building arranged, designed for or occupied exclusively as a home or residence for not more than two families living independently of each

Multi-Family Dwelling -(A Single building, other than a garden apartment or apartment house, designed for and occupied as a residence by three or more families living independently of each

Town of Riverhead, NY




Your Profile

Your Records

Resources

Claim a Record

Employee Login



13


Once you've completed each of the submission sections, you'll be prompted to provide uploaded information through the Attachments section.


Attachment	File
Proof of residency (Photo I.D. with address) Examples include Driver's License or U.S. Passport.	No file uploaded Upload
An accurate and legible floor plan submitted on a page(s) no larger than 8.5 x 16 inch paper-drawn with a straight edge in scale, including all floor levels and basement, neatly done which must include interior dimensions of all room walls and uses of all rooms, i.e., hallways, kitchens, bathrooms, foyers, closets and any	



14

Click "Confirm and Submit" after reviewing all of the information you've provided.

 Town of Riverhead, NY


My Account  Katelyn ▾

Would you like an interview with the officer? *


Yes, before the inspection.

Complainant Contact Name *

Complainant Contact Name

Complainant Contact Email: * 

Complainant Contact Email Address

Complainant Contact Phone: * 

Complainant Contact Phone Number

Interview Method Requested *

Email

Attachments

[Edit ...](#)

Attachment	File
Documentation of Concern <p>This will help us confirm the violation by providing us valuable information about the location. You can upload photos of the potential violation.</p>	EF Logo.jpeg Uploaded on Nov 11, 2024 at 3:56 pm

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#)

[Confirm and Submit >](#)

[🔍 Force Submit](#)

This portal is not live

15

Once you've confirmed your submission, you'll obtain the following:

- Record ID gives you an easy way to identify your record
- Guest Access lets you add additional email addresses to your record to receive updates regarding your record + access to payments, inspections, and issued documents.
- Timeline Preview lets you see the process your record is intended to travel. Within each active step, you'll be able to send questions to the assigned reviewer using the text field.

Residential Rental Registration
Process

RP-24-8
(Renewal)

Your Submission
Attachments

Guests (0)

Intake Review

Registration Fee

Inspection

Rental License

Timeline Preview

Intake Review

In progress. This step is in progress.

Message the reviewer

Send Message



THE TOWN OF RIVERHEAD IS HAPPY TO ANNOUNCE A NEW STREAMLINED ONLINE
PROCESS TO RENEW AND/OR APPLY FOR A RENTAL PERMIT

The OpenGov Rental Permit Application Process

