



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
631-537-0017 631-537-0612 (FAX)

BED & BREAKFAST APPLICATION **INSTRUCTIONS**

All Bed and Breakfast permits are valid for one year and expire on December 31st.

1. Please submit an original survey of the property. The survey or site plan must show parking in compliance with Section 245-59.D.
2. Please submit two sets of the floor plans drawn to 1/4" scale. Label all rooms and designate which rooms will be owner occupied or for guests. Show width of egress, hallways, doors to rooms and main egress doors.
3. Please submit a copy of the deed. The owner will use the dwelling as his/her principal residence and must sign and have notarized the "Affidavit of Residency". Regardless of whether or not the owner has changed, this affidavit must be signed and notarized annually.
4. Please submit Certificate of Occupancy.
5. Please submit Board of Health License for Kitchen.
6. Kitchen facilities comply with 245-59.B & .G. of the Village Code.
7. Please submit Fire Safety & Exit Plan.
8. Please submit completed Emergency Contact Sheet.
9. The permit is an annual permit which expires December 31st of each year and renewal paperwork should be submitted by November 1st of the preceding year.



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VILLAGE OF SAGAPONACK BED & BREAKFAST CODE

§ 245-59, Bed-and-Breakfasts

A dwelling utilized as a bed-and-breakfast shall require a special exception permit and must comply with the following requirements and those restrictions set forth in the prescribed form of application for a bed-and-breakfast permit when filed.

- A. The building shall be a detached dwelling with a certificate of occupancy for such use and occupied by the owner as the owner's principal residence during any period of time in which it is also being used and occupied as a bed-and-breakfast, and the number of bedrooms therein in addition to those occupied by the owner available for registered guests shall not exceed five.
- B. No separate kitchen facilities for any registered guest shall be provided.
- C. The number of registered guests occupying the premises at any one time shall not exceed 10.
- D. The building must have a minimum of two parking spaces and at least one parking space for each room to be let. When three parking spaces are provided, the parking area shall be screened from direct view of any other structure.
- E. Not more than one employee shall be permitted to work on the premises at any time, and none shall be present between the hours of 11:00 p.m. and 6:00 a.m. Members of the owner's immediate family who are residents on the premises shall not be considered employees, whether paid or unpaid.
- F. No guest may be registered for more than seven consecutive nights. The owner shall maintain a guest register and shall preserve registration records for a minimum of three years. The register and all records shall be made available for inspection by the Building Inspector or his designee.
- G. No meals except for breakfast shall be served on the premises to registered guests.
- H. The building shall be in compliance with all applicable zoning, building, fire, electrical and plumbing codes, as well as Sections AJ701.1 to AJ701.4 of the Residential Code of the state for such use.

By signing this document, I have acknowledged that I have read § 245-59, Bed-and-Breakfasts and the attached NYS Code regarding Bed and Breakfasts.

Printed Name

Signature

Date



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NYS BUILDING CODE

SECTION R202 DEFINITION: BED AND BREAKFAST DWELLING. An owner-occupied residence resulting from a conversion of a one-family dwelling, used for providing overnight accommodations and a morning meal to not more than ten transient lodgers and containing not more than five bedrooms for such lodgers.

SECTION AJ704 BED AND BREAKFAST DWELLINGS

AJ704.1 Scope. Owner-occupied one-family dwellings converted for use as bed and breakfast dwellings as defined in Section AJ202 shall comply with this section.

AJ704.2 Occupancy. A residence converted to a bed and breakfast dwelling shall have no more than five sleeping rooms for accommodating up to 10 transient lodgers.

AJ704.3 Special conditions. A one-family dwelling is permitted to be converted for use as a bed and breakfast dwelling under the following conditions:

1. No sleeping rooms for transient use shall be located above the second story.
2. A fire-safety notice shall be affixed to the occupied side of the entrance door of each bedroom for transient use indicating:
 1. Means of egress;
 2. Location of means for transmitting fire alarms, if any; and
 3. Evacuation procedures to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke-detecting or other alarm device.

AJ704.4 Means of egress. Means of egress shall include at least one of the following alternatives:

1. A limited area sprinkler system installed in conformance with NFPA 13D protecting all interior stairs serving as a means of egress;
2. An exterior stair conforming to the requirements of Sections R314.1 and Section R314.2 of this code, providing a second means of egress from all above grade stories or levels; or
3. An opening for emergency use conforming to the requirements of Section R310 of this code within each bedroom for transient use, such opening to have a sill not more than 14 feet above level grade directly below and, as permanent equipment, a portable escape ladder that attaches securely to such sill. Such ladder shall be constructed with rigid rungs designed to stand off from the building wall, shall be capable of sustaining a minimum load of 1,000 pounds, and shall extend to and provide unobstructed egress to open space at grade.

SECTION R310 EMERGENCY ESCAPE AND RESCUE OPENINGS

R310.1 Emergency escape and rescue required. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2.

R310.2 Window wells. The minimum horizontal area of the window well shall be 9 square feet (0.84 m²), with a minimum horizontal projection and width of 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

Exception: The ladder or steps required by Section R310.2.1 shall be permitted to encroach a maximum of 6 inches (152 mm) into the required dimensions of the window well.

SECTION R313 SMOKE ALARMS, AUTOMATIC SPRINKLER SYSTEMS AND CARBON MONOXIDE ALARMS

R313.1 Smoke alarms. Smoke alarms shall be installed in the following locations: [F]

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exception: Interconnection is not required where smoke alarms are permitted to be battery operated in accordance with Section R313.1.2.

All smoke alarms shall be listed and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

R313.2 Combination smoke and carbon monoxide alarms. Combination smoke and carbon monoxide alarms are permitted, provided the alarm is listed for such use. Combination smoke and carbon monoxide alarms shall have distinctly different alarm signals for smoke or carbon monoxide alarm activation.

R313.3 Automatic sprinkler systems. Buildings having a height of three stories above a basement shall be equipped throughout with an automatic sprinkler system installed in accordance with NFPA 13D.

R313.4 Carbon monoxide alarms. Carbon monoxide alarms shall be installed in the following locations:

Exception: Conformance with this section is not required where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces, or motor-vehicle-related occupancies are not located within the structure.

1. Within each dwelling unit on any story having a sleeping area.
2. On any story of a dwelling unit where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached garages are located. A carbon monoxide alarm installed on any story of a dwelling unit having a sleeping area shall suffice for that story where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached automotive parking garages are also located.

When more than one carbon monoxide alarm is required to be installed within an individual dwelling unit, the alarms shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exception: Interconnection is not required where carbon monoxide alarms are permitted to be battery operated in accordance with Section R313.4.3.

All carbon monoxide alarms shall be listed and labeled as complying with UL 2034 or CAN/CSA 6.19, and shall be installed in accordance with the manufacturer's installation instructions and this code.



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AFFIDAVIT OF RESIDENCY

I, _____, duly sworn, deposes and says:

1. I am the owner of the premises located at _____, more particularly shown as Suffolk County Tax Map Number:

473615 - _____ - _____ - _____ . _____
2. I am familiar with the buildings and structures located on the subject premises as shown on the survey of _____, dated _____ (copy attached hereto).
3. I have thoroughly read and I am familiar with the Bed and Breakfast use as defined by Chapter 245- 4 of the Village Code. In particular I have read and thoroughly understand items A through H of the regulations listed under Chapter 245-59 of the Village Code and New York State Code.
4. I presently reside in the subject single family dwelling and this dwelling is my domicile or principal place of abode. In support of this statement, I have attached the following items as a form of proof:

5. I make this affidavit knowing full well that the Village of Sagaponack will rely upon the facts as stated herein to issue a permit for a Bed and Breakfast pursuant to Chapter 245-59 of the Code of the Village of Sagaponack.

Signature: _____

Dated: _____

Sworn to before me
this _____ day of _____, 20_____

Notary Public



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EMERGENCY CONTACT LIST

If owner is unavailable, give name, title and address of two (2) emergency contacts other than the owner.

Name: _____ Email: _____

Address: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cellphone: _____

Name: _____ Email: _____

Address: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cellphone: _____

Do you have an on-site Manager? Yes ____ No ____ . If yes, please list contact information:

Name: _____ Email: _____

Address: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cellphone: _____



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BED & BREAKFAST PERMIT APPLICATION

ANY APPLICATION WHICH HAS UNREADABLE CONTENT WILL BE DEEMED INCOMPLETE.

Please provide the following:

1. Please complete all forms in this application.
2. Please provide documentation as listed on the Bed & Breakfast Instruction Sheet.
3. Submit fee of \$250.00

Approval will be contingent upon an inspection of your property by the Sagaponack Village Building Inspector and the approval of your Fire Safety and Exit plan by the Southampton Town Fire Marshall.

PART I –PROPERTY INFORMATION:

1. Property Address _____
2. SCTM# 473615- _____ - _____ - _____.

PART II – OWNER INFORMATION:

1. Present Owner of Premises _____
 Owner’s Mailing Address _____
 Owner’s Telephone Number _____
2. Signature: _____

PART III – BED & BREAKFAST DETAILS:

1. Maximum Number of Guests: _____
2. Number of Guest Bedrooms: _____
3. Total Number of Family Members Residing on Premises: _____
4. Total Number of Bedrooms: _____
5. Number of Employees; _____
6. Number of Parking Spaces: _____

For Administrative Use Only

Application/Receipt # _____ Date Received _____
 Permit Number: _____ Date Issued _____
 Building Inspector: _____ Date: _____