



VILLAGE OF SAGAPONACK

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

BED & BREAKFAST - RENEWAL FORM INSTRUCTIONS

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

1. If any additional structures have been added to the property, please submit an original survey of the property. The survey or site plan must show parking in compliance with Section 245-59.D.
2. If any changes have been made to the floor plans, two sets of the new floor plans drawn to ¼" scale must be submitted. Label all rooms and designate which rooms will be owner occupied or for guests.
3. If the owner has changed, a copy of the new deed must be submitted. The owner will use the dwelling as his/her principal residence and must sign and have notarized the "Affidavit of Residence". Regardless of whether or not the owner has changed, this affidavit must be signed and notarized annually.
4. Kitchen facilities comply with 245-59.B & .G. of the Village Code.
5. No more than five (5) bedrooms for registered guests.
6. Submit fee of \$250.00 along with a completed renewal form **no later than March 15th.**



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ANNUAL BED & BREAKFAST PERMIT RENEWAL FORM

Date: _____

Business Name: _____

Address: _____

SCTM# 908 - ____ - ____ - ____.

I, _____ as owner of _____
located at _____

certify that the information provided on the original permit application for this establishment has not changed.

I am requesting that the permit issued by the Village of Sagaponack on _____ for this
establishment be renewed by the Village of Sagaponack in compliance with the Village of Sagaponack Code
regulations.

Business Phone: _____ Fax Number: _____

Business E-mail Address: _____

Emergency contact person: _____

Phone number: _____ E-Mail Address: _____

SIGNATURE OF APPLICANT

The accuracy of the information, plans, diagrams and other facts submitted in conjunction with the application are the
responsibility of the applicant. Any false statement made herein is punishable as a misdemeanor, pursuant to Section 210.45 of
the New York State Penal Law.

Signature of Applicant _____ Date: _____

**** Renewal Fee: \$250.00 - Make checks payable to the Village of Sagaponack ****

For Administrative Use Only

Receipt # _____ Date Received: _____

Permit Number: _____ Date Issued: _____

Building Inspector Signature: _____ Date: _____