

**TOWN OF VARICK**  
**4782 Rt. 96. Romulus, NY 14541**

**Application for Renewal of Short Term Rental (STR) Permit (2026)**  
**Submit with \$250 fee no later than January 31, 2026**

**SHORT TERM RENTAL ADDRESS:** \_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Town of Varick Permit Number: \_\_\_\_\_

**24 HOUR CONTACT INFORMATION**

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

**Complete the information below IF any item has changed since your 2025 STR permit. Failure to disclose a major change can result in denial of your STR permit.**

Have any of the neighbors within 500 feet of your STR changed? \_\_\_\_\_

If so, name and address: \_\_\_\_\_

**Check below if any of the following has changed?**

\_\_\_\_ # of Bedrooms      \_\_\_\_ # of Full Bathrooms      \_\_\_\_ # of 1/2 Bathrooms  
\_\_\_\_ Maximum # of Guests      \*\* \_\_\_\_ Number of Parking spaces

**\*\* As defined by 2023 Varick Zoning Code, a parking space is measured as 10 feet by 20 feet for the parking of one vehicle.**

Water Supply (circle one)

Public or Private (well)

Waste Water (circle one)

Public Sewer or Septic or Holding Tank

**Complaints that result in a letter of violation by the Code Enforcement Officer will be considered in the renewal process.**

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**BY WRITING YOUR INITIALS NEXT TO EACH REQUIREMENT BELOW**, you affirm and certify as the STR owner that each requirement is currently met and will be maintained at all times.

- ☐ Code compliant egress from all habitable spaces and bedrooms
- ☐ Functioning/up-to-date Smoke and Carbon Monoxide alarms required by Seneca County
- ☐ An accessible/visible fire extinguisher in the kitchen
- ☐ Operational egress doors and passageways clear of obstruction
- ☐ Serviceable electrical systems with no visual defects, free from unsafe conditions
- ☐ Furnaces or fuel burning appliances properly installed and adequately vented
- ☐ No open building permits
- ☐ No existing Zoning or Building Code violations
- ☐ Refuse/trash properly disposed of within approved and adequate containers
- ☐ Adequate Town of Varick compliant off-street parking for the STR
- ☐ Functioning sewer or septic system sized for the number of bedrooms and guests
- ☐ Attests there are no deed restrictions that prohibit use of property as an STR.

The undersigned represents and agrees as a condition to the issuance of this STR renewal that the STR will be operated in accordance with the Town Zoning Code, the New York State Uniform Fire Prevention and Building Code, and any plans and specification annexed hereto. Violation of the above code can result in fines or jail.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

CO-OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-OWNER'S NAME: \_\_\_\_\_

**PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER'S SIGNATURE**

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**For Office Use**

CEO Initials: \_\_\_\_\_ DATE: \_\_\_\_\_ # of Violations: \_\_\_\_\_

PERMIT RENEWAL APPROVED?      YES      NO      Date: \_\_\_\_\_