



## Village of Greenport Residential Rentals — Frequently Asked Questions (FAQ)

Last updated: January 1, 2026

The Village of Greenport has updated its Rental Permit requirements under **Chapter 103 of the Village Code**, effective [January 1, 2026]. This flyer provides a **general overview** of key rules and eligibility standards for residential rental properties in the Village (both short-term (less than 30 days) and long-term).

Property owners should **refer directly to the updated version of Chapter 103** for the complete requirements, limitations, and enforcement provisions that apply to residential rental.

### 1. Do I need a permit for any rental of residential property?



It is **unlawful to rent any dwelling unit** in Greenport without a valid rental permit in effect.

This includes **all short-term rentals, long-term rentals, and employee housing**.

**You cannot rent for fewer than 30 days unless you apply for and receive a short-term permit.**

### 2. What types of rental permits are available?

There are **four types of permits**:

Type	Description
<b>Hosted Short-Term Rental Permit</b>	Owner or resident tenant lives <b>on-site</b> during guest stays; only <b>bedrooms</b> are rented (not the entire home).
<b>Owner-Occupied Short-Term Rental Permit</b>	Owner lives in the home for at least <b>120 days/year</b> and may rent out the entire unit occasionally.
<b>Resident Short-Term Rental Permit</b>	For a <b>two-dwelling property</b> where one dwelling is occupied <b>full-time</b> by an owner or tenant and the other may be rented short-term.
<b>Long-Term Rental Permit</b>	For rentals of <b>30 days or more</b> or for <b>employee housing</b> . No short-term use is allowed under this permit.

### 3. What if I already have a rental permit?

- Any **rental permit issued before [January 1, 2026]** will **automatically continue** through its original expiration date.
- It will **convert to a “Long-Term Rental Permit”**, meaning **short-term rentals are no longer permitted** under it.
- You **do not need to file anything** to continue that existing long-term rental use.

#### **Example:**

If you have a valid rental permit that expires in September 2026, it remains effective as a **long-term rental permit** until that date.

## 4. How are short-term rentals grandfathered?

If you already have short-term bookings made before the law's adoption, you may honor those under the following **grandfathering (exempted short-term rental)** rules:

1. The booking must have been made **before the law was adopted**.
2. The rental dates must occur **on or before 12 months after the effective date** (i.e., before **[January 1], 2027**).
3. If the booking is more than 90 days after **[January 1] 2026**, the owner must certify that it **cannot be canceled without penalty**.
4. Owners must **submit a written list of these exempted short-term rentals to the Building Inspector** within **60 days of [January 1], 2026**.

## 5. I currently offer short-term rentals — what do I need to do?

To continue renting short-term **after** the effective date:

1. You must **apply for a short-term rental permit** (Hosted, Owner-Occupied, or Resident).  
**Deadline:** Apply within **60 days after [January 1], 2026** (by **[March 2], 2026**).
2. If you apply within that 60-day period, enforcement is delayed **up to 120 days** (until **[April 30], 2026**) to allow time for permit review.
3. If you do not apply by the deadline, your property will be treated as a **long-term rental only**, and short-term rentals will be prohibited.

## 6. What properties are eligible for short-term rental permits?

Short-term rental (STR) permits are **strictly limited** to certain residential property types and districts:

- **Eligible:**
  - **Single-family dwellings**
  - **Two-family dwellings** (where one unit is owner- or tenant-occupied full-time)
- **Not Eligible:**
  - **Multi-family dwellings** (three or more units) in residential districts (R-1 and R-2 districts)
  - **Any property in the Commercial Districts** (including the C-R Commercial Retail District, G-C General Commercial District or WC Waterfront Commercial District))

**No short-term rental permits may be issued** for multi-family buildings or for any property located in a commercial zoning district. Those properties may, however, qualify for **long-term rental permits**.



## 7. How long does a permit last?

- **Long-Term Rental Permits:** 2 years
- **Short-Term Rental Permits:** 1 year
- **Resident Short-Term (Tenant-Occupied):** Shorter of 1 year or the tenant's lease term

Permits are **not transferable** to new owners. A new owner must apply within **30 days of purchase** (though rentals can continue for up to 75 days pending approval).

## 8. What happens if I operate without a permit?

Violations may result in:

- **Fines:** \$500–\$5,000 per violation
- **Revocation** of the rental permit
- **Disqualification** from receiving a new permit for up to 3 years
- **Possible criminal penalties**

Each day of unpermitted rental counts as a **separate violation**.

## 9. Are there limits on short-term rentals?

Yes:

- Only **eligible dwelling units** (single- or two-family homes) can obtain STR permits.
- No STRs are allowed in **accessory buildings, employee housing, or multi-family** properties.
- Only **one STR permit per property**.
- No person may hold more than one STR permit in the Village.
- STRs are **not permitted** in the **Commercial District**.
- Maximum **occupancy**: 6 adults (8 total including children under 3).
- No dormitory-style sleeping arrangements.
- One off-street parking space required per bedroom.



## 10. Employee Housing — What's New (and What's Not)

### What is “Employee Housing”?

“Employee housing” means any dwelling unit that a **business entity** owns, leases, or controls (directly or indirectly) and provides to employees, contractors, or affiliated personnel for living — even if no rent is charged.

Examples: housing for seasonal workers, on-site caretakers, or staff accommodation tied to a business.

### Is this a new rule?

No — it's a **clarification**, not a new prohibition.

The law now explicitly defines “employee housing” to make clear that **any dwelling occupied by non-owners** must meet **rental safety and inspection standards**.

It ensures businesses providing housing follow the same code and safety requirements as other landlords.

### What is required for employee housing now?

- Employee housing must have a valid **Long-Term Rental Permit**.
- It **cannot** be used for short-term rentals under any circumstances.
- Applications must include a simple floor plan, insurance, and certification of safe, code-compliant occupancy.
- **Enforcement begins 60 days after [January 1], 2026** (by [March 2], 2026).
  - If you apply within that 60-day period, enforcement is extended **120 days** (to [April 30], 2026) for review.

### Why is this important?

The Village recognizes that employee housing supports local businesses and seasonal workers.

These provisions ensure that:

- Employee dwellings are safe and properly inspected;
- Occupants are living in code-compliant, non-overcrowded spaces; and
- Residential neighborhoods maintain livability and integrity.

### Does this affect existing long-term rental permits?

If you already hold a valid **Long-Term Rental Permit**, no new application is needed.

It remains in effect until expiration as long as the property use stays compliant.

Only **unpermitted** or newly established employee housing must now apply.



## 11. How do I apply for a rental permit?

Applications must be submitted **by the owner** to the **Building Inspector** using the official Village form.

Each application must include:

- Property address and tax ID
- Owner's name, address, and contact info
- Floor plan of the unit (hand-drawn acceptable)
- Certificate of occupancy or statement from the Building Department
- Proof of liability insurance (minimum **\$500,000 per occurrence / \$2,000,000 aggregate**)
- Waste management plan
- Parking information (one space per bedroom)
- Certifications that the property is safe, compliant, and code-legal
- For short-term rentals:
  - Proposed advertising/listing sites (Airbnb, VRBO, etc.)
  - Certification of residency and use type
  - Lease or proof of residency for the resident unit (if applicable)

 **Fees:** Set by the Village Board of Trustees by resolution.

STR (SHORT TERM RENTAL) = \$750 FOR 1 YEAR

LTR (LONG TERM RENTAL) = \$250 FOR 2 YEARS

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**Processing Time:** Within **60 days** of a complete application.

## Who can I contact for more information?

 **Village of Greenport Building Department**  
Email: [buildingdepartment@greenportvillage.org](mailto:buildingdepartment@greenportvillage.org)  
Phone: 631-477-0248 ext. 206  
Office: 236 Third Street, Greenport, NY 11944



## **APPLICATION STATEMENTS –**

### **TRUTHFULLNESS OF APPLICATION MATERIALS AND STATEMENTS**

**All information submitted with a rental permit application must be truthful and accurate.**

Statements made about **where an owner lives, how a property is used, who occupies it, and whether bookings were made before the law took effect** are made **under penalty of perjury** under Village and State law.

Anyone who knowingly provides false or misleading information — or omits material facts — may face:

- **Denial, suspension, or revocation** of any rental permit
- **Fines** and other enforcement penalties
- **Prosecution** for perjury or fraud under New York law
- **Disqualification** from receiving a future rental permit for **up to three years**

This is a **serious legal obligation** — incorrect statements can jeopardize the ability to rent entirely.

