



**TOWN OF SOUTHOLD – FIRE MARSHAL**

Town Hall Annex 54375 Main Road P. O. Box 1179 Southold, NY 11971-0959  
Telephone (631) 765-1802 Fax (631) 765-9502 <https://www.southoldtownny.gov>

**Application for Accessory Bed & Breakfast**

Date Received

For Office Use Only

ZBA Reference #. \_\_\_\_\_ Zone: \_\_\_\_\_

Applications and forms must be filled out in their entirety. Unless in an HB, RO, RR or LB Zone, a permit for a Bed and Breakfast will be issued only after owner has obtained and complied with a Special Exception for a Bed and Breakfast from the Zoning Board of Appeals, and after the Building Inspector has inspected the property and has found it to be in compliance.

**Note: A building permit and Certificate of Occupancy shall be required for any structural alterations and/or change of use.**

Date:

**BED AND BREAKFAST INFORMATION:**

B&B Address: SCTM # 1000-

City: Zip:

**CONTACT PERSON:**

Name:

Mailing Address:

Phone #: Email: Preferred contact method (select one):  
 Phone  Email

**PLEASE PROVIDE THE FOLLOWING ITEMS WITH THIS APPLICATION:**

New	Renewal
1. A copy of the Zoning Board Findings, Deliberations and Determination allowing for a B&B (if applicable). 2. Floor plan showing the location and number of guest rooms, smoke detectors, carbon monoxide detectors, all exits and dimensions of all guest room windows. 3. Application Fee - \$100	1. Application Fee - \$50

**Check Box After Reading:** I, the undersigned, am the owner of the property identified on this application. I hereby agree to abide by the conditions and requirements of the Zoning Code of the Town of Southold and all applicable laws, rules and regulations pertaining to Bed and Breakfast facilities. I further understand that my Special Exception Permit requires an operating permit and inspection by a Code Enforcement Officer from the Building Department that must be renewed annually. It is the applicant's responsibility to contact the Building Department on an annual basis to schedule the required inspection.

Application Submitted By (print name):

Applicant Signature: Date:

**FOR OFFICE USE ONLY**

Amount Paid: Check #: New Renewal

Date: Exp. Date: FM:

## **B&B RULES AND REGULATIONS:**

Town Code Section 280-13 (14) - Bed-and-breakfasts which have been issued a bed-and-breakfast permit by the Building Inspector. Said permit shall be issued for a term of one year if the following conditions are met:

- (a) A smoke alarm shall be provided on each floor and in every guest room. (Additional requirements apply, see below)
- (b) The dwelling shall have at least two exits and there shall be a window large enough for emergency egress in each guest room.
- (c) The identification sign shall be no larger than two square feet in areas zoned Residential-Office or higher, but there shall be no exterior signage identifying the use as a bed-and-breakfast in residential areas.
- (d) No accessory apartment, as authorized by § 280-13B (13) hereof, shall be permitted in or on premises for which a bed-and-breakfast facility is authorized or exists.

2020 Residential Code of New York State - A residence converted to a bed and breakfast dwelling shall have no more than five sleeping rooms for accommodating up to 10 transient lodgers.

- No sleeping rooms for transient use shall be located above the second story above grade plane.
- A **fire-safety notice** shall be affixed to the occupied side of the entrance door of each bedroom for transient use indicating: Means of egress, location of means for transmitting fire alarms, if any and evacuation procedures to be followed in the event of a fire of smoke condition or upon activation of a fire or smoke-detecting or other alarm device.
- **Means of egress** shall include at least one of the following alternatives:
  - A limited area sprinkler system installed in conformance with NFPA 13D or P2904 protecting all interior stairs serving as a means of egress;
  - An exterior stair conforming to the requirements of this code, providing a second means of egress from all above grade stories or levels;
  - An opening for emergency use 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.
- **Smoke Alarms** - alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual dwelling unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. Smoke alarms shall be installed in the following locations:
  - In each sleeping room.
  - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
  - On each additional story of the dwelling, including basements and habitable attics and 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.
  - Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section.
- **Carbon Monoxide Alarms** – all CO alarms shall be installed in locations that avoid dead air spaces, turbulent air spaces, fresh air returns, open windows, HVAC ducts, closed doors, and other such obstructions that could prevent carbon monoxide from reaching the detector. Unless in compliance with a previous version of the Code, CO detectors shall be installed in the following locations:
  - Within 10 feet of the entrance to all sleeping areas. (15 feet if pre-existing)
  - In all rooms containing a fuel-burning appliance.
  - In all occupiable space with a direct communicating opening to a room that contains a fuel-burning appliance.