

General Information

Residential Occupancy Permit/Rental Dwelling Registry

Chapter 231 - Part 4

All residential rental dwelling units shall be inspected and certified by the Department of Fire, Emergency & Building Services, which shall determine compliance with all applicable provisions of this code and the NYS Uniform Fire Prevention and Building Code. On and after November 1, 1996, residential occupancy permits shall be valid for **thirty (30) months from the date of issuance.**

Upon issuance of the Residential Occupancy Permit the following fees apply:

Dwelling Units:

1-5 units	\$30/unit
6-10 units	\$50 + \$20.00/unit
11-20 units	\$100 + \$20.00/unit
over 20 units	\$250.00 + \$15.00/unit

Chapter 231 - Part 5

The Common Council finds and declares that the registration of rental property is intended to and will ensure the protection of persons and property in all existing rental structures and on all premises required to be registered under this part.

Chapter 231-135 – Fees.

The following schedule of fees shall apply with respect to the inspection and certification of residential dwelling units:

1. There shall be no charge for an initial inspection to determine compliance with the applicable provisions of this code or for a first inspection.
2. Any and all subsequent re-inspection(s) necessary to determine compliance with required corrective actions or repairs shall be subject to a charge of forty dollars (\$40.00) per unit inspected.
3. Failure to appear within fifteen (15) minutes of a scheduled inspection (“no show”) shall result in a fee of twenty-five dollars (\$25.00) per unit.
4. Cancellation of a scheduled inspection less than twenty-four (24) hours before that scheduled inspection (“late cancellation”) shall result in a fee of twenty-five dollars (\$25.00) per unit.
5. Cancellation of a scheduled inspection for the unit more than once or after a “no show” (“second cancellation”) shall result in a fee of twenty-five dollars (\$25.00) per unit.

Unpaid fees shall be subject to the placement and recording of a lien by the City of Albany against the inspected property.

For further information, please contact the Division of Building & Codes at (518) 434-5995.