CHAPTER 25 - RENTAL HOUSING UNIT LAW

ARTICLE I – REGISTRATION AND INSPECTION

§ 25.1 Purpose

The purpose of this legislation is to establish a uniform program for the registration and inspection of rental properties within the Town in an effort to help promote, protect, and safeguard to the fullest extent permissible, the rights, health, safety and welfare of landlords and tenants. It is also the intent of the program to ensure proper maintenance of the rental housing stock through the participation of owners, tenants, the Town and the community through periodic building inspections and registration.

§ 25.2 Definitions

As used in this article, the following terms shall have the meanings indicated:

AGENT
A representative of a property owner or landlord at least 18 years old and who resides within the designated boundaries of Onondaga County and legally authorized and identified to the Town to act in the owner's behalf in matters regarding the rental units.

HOUSING INSPECTOR
Any code enforcement official or building safety inspector authorized to inspect rental units.

IMMEDIATE FAMILY
Owner’s Parents, Siblings, Children.

LANDLORD
Any property owner or designated agent who offers a housing unit for occupancy to anyone other than the owner or owner’s immediate family.

RENTAL PROPERTY
Any housing unit or units which are occupied by persons other than the owner or owner’s immediate family.

RENTAL UNIT
Any housing unit within a rental property occupied by persons other than the owner or owner’s immediate family.

RENTAL UNIT OCCUPANCY PERMIT
A permit issued by the Town of Camillus stating that the referenced property and/or rental unit substantially conforms to the standards of the Property Maintenance Code and Fire Code of New York State, the Code of the Town of Camillus and that the structure or rental unit is permitted for residential use. Any special circumstances or conditions under which occupancy is permitted may be specified on that rental permit.

TENANT
Any person who is not the property owner, or owner's immediate family, that occupy a rental unit.

UNFIT RENTAL UNIT
When a structure or unit(s) is found to be unsafe, unfit for human occupancy or is found unlawful.

§ 25.3 Registration procedure; inspections

A. Rules of registration. No rental unit shall be let, rented or occupied by someone other than the owner, or owner's immediate family, until a rental unit occupancy permit has been obtained for that unit. A temporary rental unit occupancy permit will be issued upon initial registration, and that temporary permit will be valid until an initial inspection is completed. After inspection, the Town may issue a property owner a rental unit occupancy permit. Following the adoption of this article, all rental unit occupancy shall be prohibited without a rental unit occupancy permit, and rental unit occupancy without a valid permit shall result in the issuance of an "order to vacate" the occupants of the rental units.

B. Separate registration. The possession of a valid rental unit occupancy permit does not relieve a landlord of the requirement to re-register each rental unit by January 1st of each and every calendar year beginning January 1, 2026.

C. Rental permit. Following the adoption of this article, any landlord who allows occupation of a residential dwelling unit within the Town of Camillus (including mixed use properties) for residential use by someone other than the owner, or owner's immediate family, must register for and obtain a rental unit occupancy permit from the Town. All landlords must register with the Town of Camillus within 30 days of the adoption of this article, and each and every calendar year on or before January 1 thereafter, on a form provided by the Town of Camillus. All rental units must be re-registered within 30 days of change of ownership. All fees and the "consent to inspect" form shall be submitted with the registration form. Landlords whose primary residence is outside Onondaga County must register an agent on their behalf who lives in Onondaga County and is responsible for the rental property. No property shall be rented until a rental unit occupancy permit is issued.

D. Inspections. The Building Safety Inspector and Code Enforcement Officer shall be authorized, in the performance of their duties, to conduct inspections of properties, or parts of properties, at such times and in such manner as they may find necessary, with the consent of the person in possession or occupancy. Such time between inspections shall not to exceed 24 months.

E. Independent special inspections. As scheduled by the code enforcement official or as required by this article or other provisions of law where there is reasonable question of safety, owners of properties shall be responsible for the inspection and testing of systems, materials and workmanship that are critical to the integrity of the building structure and safety of tenants.

F. Qualified personnel. Independent special inspections and tests shall be made by qualified persons who, because of experience or education, are recognized as competent by the Code Enforcement Officer. Reports of inspections and tests, signed by the tester and a witness, together with a statement of any remedial measures to be taken, shall be filed with the Code Enforcement Officer within 10 days after each inspection and test. If any equipment or system is found to be

defective or not in proper operating condition upon inspection or test, the landlord shall promptly remedy such defect or condition.

G. Notice of violations. The code enforcement officials shall, in their discretion, determine the severity of any code violations following an inspection. If a property owner is cited with a code violation, the inspector will notify the landlord of the violation by certified and regular mail, and by posting the notice of violation on the premises or by delivering to the tenant. Such notice shall provide the landlord with a reasonable amount of time in which to make repairs. This provision does not apply to emergency situations or code infractions deemed to be "serious" in nature. If the violations are not corrected by the re-inspection date, an appearance ticket may be issued, and a court appearance will be required.

H. Order to vacate premises. Whenever a notice of violation, as provided in Subsection G, has not been complied with, or the determination has been made that a property or unit(s) is unsafe, unfit for human occupancy, unlawful or "serious" in nature, the Code Enforcement Officer may order the rental property or rental unit(s) to be vacated within such reasonable time as the Code Enforcement Officer shall direct.

I. Approval to occupy. No such property or unit(s) previously ordered to be vacated shall be used again for human occupation until written approval and a rental unit occupancy permit is secured from the Code Enforcement Officer.

§ 25-4 Revocation of rental unit occupancy permit

The Town of Camillus reserves the right to revoke or suspend any rental unit occupancy permit at any time due to violations of any codes, laws and ordinances of New York State and the Town of Camillus.

§ 25-5 Fees; penalties for offenses

A. Fees. Registration and inspection fees are required and shall be set by resolution of the Town Board of the Town of Camillus. Failure to pay the required registration and inspection fees within 60 days of the annual registration date will result in the amount of the required fee or fees being levied against and added as an additional tax to the subject property.

B. Penalties for offenses. An offense against any provision of this section shall be a violation. Such violation shall be deemed an offense and each day the violation persists shall constitute a separate offense. Any person, firm or corporation who or which violates, disobeys, neglects or refuses to comply with any of the terms of this article shall be guilty of an offense punishable by a fine not less than $50.00 nor more than $250.00; and upon conviction of a second offense within three (3) years, shall be punishable by a fine not less than $250.00 nor more than $1,000.00; and upon conviction of a third or subsequent offense within three (3) years, shall be punishable by a fine not less than $1,000.00.

C. Prior payment. All fees and penalties shall be paid prior to the issuance of any rental unit occupancy permit.

§ 25.6 Exemptions

All units controlled by New York State, and inspected by the same, are exempt from registration and inspection provisions as outlined in this article.

§ 25.7 Inspection refusals

If a landlord/tenant refuses to cooperate with an inspection request, after being provided reasonable notice, an administrative search warrant will be requested from the courts and the inspector will return with the warrant and police personnel to make the inspection.

§ 25.8 Rules and procedures

The Town Board of the Town of Camillus shall establish by resolution and may periodically amend administrative rules, procedures, fees and other provisions of this article.

ARTICLE II-SHORT TERM RENTALS

§ 25.12 Short-Term Rentals Prohibited

Short-term rentals are strictly prohibited in the Town of Camillus pursuant to Subparagraph (H) of Section 406 (Prohibited Uses) of Chapter 30 (Zoning Regulations of the Town of Camillus) of the Code of the Town of Camillus."

Historical Notes

Chapter Created 6/24/25, LL#5-2025