

CITY OF UTICA *Rental Dwelling Registry*
DEPARTMENT OF PUBLIC SAFETY ~ BUREAU OF FIRE

Utica Fire Department

552 Bleecker Street

Utica, NY 13501

(315) 792-0230



Address of Rental Property:

One registry per location

Street _____ Utica, New York _____

Property information/Building Description:

Number of stories above ground (circle One) 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ other _____
 Number of residential units per floor 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ = Total _____
 Number of stories below ground (circle one) 0 _____ 1 _____ 2 _____ other _____
 Number of residential units below ground 1st _____ 2nd _____ = Total _____
 Is there commercial usage or business in building? Yes _____ No _____
 If yes, what floor _____ Type of business _____ **Total Units** _____

Dwelling Units Calculation

1-5 units \$40.00 per unit
6-10 units \$50.00 flat fee plus \$20.00 per unit
11-20 units \$100.00 flat fee plus \$20.00 per unit
Over 20 units \$150.00 flat fee plus \$20.00 per unit

_____	+	_____	X	_____	=	\$ _____
Flat fee		+ units	X	cost per unit	=	amount due

Owner Information:

Owner Name _____ Date of Birth _____
 Legal Address of Owner _____
 City, State & Zip _____
 Phone Numbers: Home (_____) _____ Work (_____) _____ Pager (_____) _____ Cell (_____) _____
 Additional Owners: Name _____ Phone(_____) _____

Corporation Owner/Partnership, Designation of Agent: If the owner does not reside in Oneida County or adjacent county, a local agent must be designated that can be reached day or night

Name _____
 Address _____
 City, State & Zip _____
 Phone Numbers: Home (_____) _____ Work (_____) _____ Pager (_____) _____ Cell (_____) _____

The code of the City of Utica provides for exemption of fee but not from registration. Owner occupied rental dwelling units containing not more than one (1) unit which is occupied by a member of the owners immediate family shall be exempt from registration fees. Immediate family members are child, father, mother, brother, sister, mother-in-law– father-in-law, grandmother, grandfather, grandchild, brother-in-law, sister-in-law, current stepmother, current stepfather, or current stepchildren of the owner. If applying for an exemption, please complete the following:

Family members name: _____ Date of birth _____ Relationship to owner _____

Signature of owner: _____ Date: _____

**Return payment with this form by mail or in person at City Hall 1 Kennedy Plaza, Utica, NY 13502.
 Please make check payable to: City of Utica**

