



Town of Canaan, Columbia County, New York
1647 County Route 5 / PO Box 459
Canaan, New York 12029
Building Department
o) 518-781-3144, ext 4
c) 518-755-4657
codeofficer@canaannewyork.org

Short Term Rental Application

Property

Property Address _____

Zoning District _____ Tax Map # _____

Columbia County Tax Registration # _____

Owner (If a LLC include all partners' information)

Property owner _____

Address _____

Phone number _____ Home _____ Cell _____

Email _____

Local Contact Person (must reside within 20 miles of the rental)

Name _____

Address _____

Phone number _____ Home _____ Cell _____

Email _____

Additional documents required:

- **Floor plan sketch of the rental unit (rooms labeled), and facilities included for rental** (please attach a separate document)
- **Parking Plan Sketch** All parking must occur on the parcel. No parking on the road. (please attach a separate document)
- **Annual Permit Fee \$250** payable to the Town of Canaan
- **Liability insurance certificate or other proof of insurance** (must indicate the premises as a short term rental, \$1,000,000 minimum)

Site Inspection (required for initial application) will be scheduled upon receipt of all documentation and permit fee.

Signature _____ Date _____