

# CITY OF KINGSTON

## Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

## Fact Sheet - Short-term rental regulations in the City of Kingston, New York

[The City of Kingston's Form-Based Code](#) is effective as of August 2, 2023. The code sets out new provisions for short-term rentals that all short-term rental operators must follow.

### What is a Short-Term Rental?

A residential living space rented to transient nonpermanent guests, for terms shorter than 30 days, without staff on the premises. A Short-Term Rental Permit is required prior to advertising and renting your property. Any owner renting a property for a period of less than 30 consecutive days is required to apply for a Short-Term Rental Permit. It is the owner(s)' responsibility to know and comply with all ordinances, resolutions and regulations that apply to short term rentals within the City of Kingston. For information, reference Section 405.21 of the City of Kingston's Form-Based Code [here](#).

### What are the permit types?

Any owner renting a property for a period of less than 30 consecutive days is required to apply for a Short-Term Rental Permit. The City of Kingston has three different short-term rental permits:

1. **Short-term rental, full permit (STR-F)**, a short-term rental permit for one dwelling unit. There is a cap set to the number of these permits, limited to 1% of the City's housing units. As of August 2023, this cap is set to 106 STR-F permits. Registration for this permit type will close once this cap is reached. These permit types are only allowed in T5 or T4 zoning transects. You can look up your property on the City of Kingston's zoning map [here](https://zoning.gridics.com/us/ny/kingston) to ensure you are in a T5 or T4 Transect: <https://zoning.gridics.com/us/ny/kingston> **\*\*As of March 4, 2024, the cap on STR-F permits has been reached and all STR-F permit requests will be rejected until further notice\*\***
2. **Short-term rental resident occupied permit (STR-RO)**, a short-term rental permit for a portion of a dwelling unit, with a full-time resident living within the same unit. For example, this permit type applies if you are renting out a room in your residence. No cap, allowed citywide.
3. **Short-term rental limited permit (STR-L)**, a short-term rental permit for one dwelling unit that is used as a short-term rental for fewer than 30 days per year. No cap, allowed citywide.

For all permit types, only one short-term rental is allowed per property.

For all permit types, no short-term rental is allowed in any accessory dwelling unit.

**Once received, your permit must be renewed annually.**

### What are the annual registration fees?

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The current 2024 annual registration fees are as follows for each permit type:

- Short-term rental, Full \$650
- Short-term rental, Limited \$125
- Short-term rental, Resident Occupied \$125

### **What is the Short-Term Rental registration process?**

In partnership with GovOS, each property owner shall register for a short-term rental and pay the applicable annual permit fee online on the City's short-term rental portal:

<https://cityofkingston.munirevs.com/>

No paper applications or in-person payments will be accepted.

If you are registering for the first time, you will need an account number and an activation code to complete the registration. Both numbers can be found in your notification letter sent by the City of Kingston or obtained by contacting GovOS support via [blt.str.support@govos.com](mailto:blt.str.support@govos.com) or by phone at (888) 751-1911 for assistance. When contacting support, be sure to include the jurisdiction (City of Kingston, New York). You will need to confirm account details to be verified for the account. You may also contact the Department of Housing Initiatives at 845-334-3928.

Once the initial registration is received and approved, the Building Safety Department will contact the property owner to schedule a property inspection before approving the permit and sending the property owner a short-term rental license.

The license number must be included in all online listings for the unit.

### **What if I do not obtain a Short-Term Rental License?**

Renting or advertising your home for rent on a short-term basis without a license is in violation of the City of Kingston's Zoning Code and subject to enforcement processes and significant fines as set out in the City of Kingston fee schedule. All short-term rentals must be registered with the City of Kingston.

The current violation fees are as follows, per day rented or per day advertised:

- First Instance \$1,000
- Second Instance \$5,000
- Third or any Subsequent Instance \$7,500

### **Contact**

Office of Housing Initiatives: 845-334-3928

Building Safety Department: 845-331-1217