



BUILDING DEPARTMENT
 VILLAGE OF GREENPORT
 236 Third Street, Greenport, NY 11944

APPLICATION FOR CERTIFICATE OF OCCUPANCY

APPLICATION IS HEREBY MADE PURSUANT TO THE CODE OF THE VILLAGE OF GREENPORT AND THE NEW YORK STATE FIRE PREVENTION AND BUILDING CONSTRUCTION CODE, FOR THE ISSUE OF A:

- CERTIFICATE OF OCCUPANCY** (FOR COMPLETED BUILDINGS, ADDITIONS, ALTERATIONS)
- PRE-CERTIFICATE OF OCCUPANCY** (FOR BUILDING WORK BEFORE OCTOBER 1971)
- TEMPORARY CERTIFICATE OF OCCUPANCY** (WHERE MINOR WORK IS INCOMPLETE)

BUILDING PERMIT NO:DATE PERMIT ISSUED:

BUILDING WORK OR OCCUPANCY:

SUFFOLK COUNTY TAX MAP DISTRICT: **1001** SECTION: BLOCK: LOT:

STREET ADDRESS:

Owner/Applicant

IT IS HEREBY CERTIFIED THAT THE BUILDING WORK COMPLIES WITH THE APPROVED PLANS, SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.

NAME OF OWNER:

NAME OF APPLICANT (IF NOT OWNER):

POSTAL ADDRESS:

EMAIL ADDRESSPHONE:

.....FAX:

ACCESS ARRANGEMENTS:

SIGNATURE: DATE:

Checklist

THE FOLLOWING DOCUMENTS HAVE BEEN SUBMITTED OR ARE ATTACHED TO THIS APPLICATION:

- SURVEY OF LOT (SEE NOTE A1, B1)
- APPROVAL OF DEPARTMENT OF HEALTH (SEE NOTE A2)
- APPROVAL OF NEW YORK BOARD OF FIRE UNDERWRITERS OR OTHER AUTHORIZED UNDERWRITER (SEE NOTE A3)
- CERTIFICATION OF PLUMBER (SEE NOTE A4)
- CERTIFICATION OF ARCHITECT/ ENGINEER (SEE NOTE A5)

INSTRUCTIONS

CHECKLIST

- A. NEW BUILDINGS, ADDITIONS, ALTERATIONS – SUBMIT THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:**
1. FINAL SURVEY OF PROPERTY WITH ACCURATE LOCATION OF ALL BUILDINGS, PROPERTY LINES, STREETS AND RELEVANT TOPOGRAPHICAL FEATURES.
 2. APPROVAL FROM SUFFOLK COUNTY HEALTH DEPT FOR COMMERCIAL FOOD PREPARATION AND WASTE DISPOSAL INSTALLATIONS.
 3. CERTIFICATE OF ELECTRICAL COMPLIANCE.
 4. CERTIFICATION FROM PLUMBER THAT :
 - SANITARY PLUMBING AND WATER SUPPLY PLUMBING HAS BEEN INSTALLED IN ACCORDANCE WITH APPROVED PLANS AND APPLICABLE CODES, INCLUDING REQUIREMENTS FOR BACKFLOW PREVENTION.
 - SOLDER USED IN THE WATER SUPPLY SYSTEM CONTAINS LESS THAN 2/10 OF 1% LEAD
 5. COMMERCIAL BUILDINGS, INDUSTRIAL BUILDINGS, MULTIPLE RESIDENCE AND SIMILAR BUILDINGS AND INSTALLATIONS WILL REQUIRE A CERTIFICATE OF CODE COMPLIANCE FROM ARCHITECT OR ENGINEER RESPONSIBLE FOR THE BUILDING.
- B. PRE-EXISTING BUILDINGS (PRIOR TO 1971) – SUBMIT THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:**
1. SURVEY (NOT MORE THAN 10 YEARS OLD) OF PROPERTY WITH ACCURATE LOCATIONS OF ALL BUILDINGS, PROPERTY LINES, STREETS AND RELEVANT TOPOGRAPHICAL FEATURES.
 2. CONSENT TO INSPECT THE PREMISES (AND SUITABLE ARRANGEMENT FOR ACCESS).
 3. CERTIFICATE OF ELECTRICAL COMPLIANCE.

IN ALL CASES, FINISHED CONSTRUCTION MUST COMPLY WITH PLANNING BOARD, ZONING BOARD OF APPEALS, AND HISTORIC PRESERVATION COMMISSION APPROVALS.

FEEES FOR CERTIFICATES OF OCCUPANCY

- NEW DWELLING, ADDITIONS/ALTERATIONS TO DWELLINGS.....\$75.00
- SWIMMING POOLS, ACCESSORY BUILDINGS, ADDITIONS/ALTERATIONS TO ACCESSORY BUILDINGS.... \$60.00
- BUSINESS, COMMERCIAL, INDUSTRIAL, PUBLIC BUILDINGS AND ADDITIONS/ALTERATIONS.....\$100.00
- PRE EXISTING BUILDINGS (PRIOR TO 1971)..... \$75.00
- UPDATED CERTIFICATE OF OCCUPANCY..... \$100.00
- VACANT LAND\$40.00
- TEMPORARY CERTIFICATE OF OCCUPANCY – RESIDENTIAL \$15.00, COMMERCIAL \$15.00
- COPY OF CO \$5.00