

Updated Certificate of Occupancy Application Checklist

Incorporated Village of Westhampton Beach
Phone: (631) 288 - 3478 Fax: (631) 288 - 6275
Email: building-zoning@westhamptonbeach.org

In order to obtain an Updated Certificate of Occupancy for a parcel, it is necessary to give the following information:

- (1) The attached application **must** be completed.*
- (2) Copies of all certificate of occupancies/compliances relating to the parcel.*
- (3) All open building permits **must** be finalized before an updated certificate can be issued.*
- (4) A correct Suffolk County Tax Map Number.*
- (5) An updated original survey of the premises*
- (6) Cash or check for \$100.00 payable to the Village of Westhampton Beach*
- (7) Smoke Alarm and Carbon Monoxide Detector Affidavit (See Page 4).*
- (8) If the Name that the Certificate of Occupancy requested to be issued in has not been the owner for 12 months previous, than a copy of a Deed and/or Title must be furnished with this application.*
- (9) Owners Authorization (if applicable)(See Page 5).*
- (10) Referenced Survey Affidavit (if applicable).*

Updated Certificate of Occupancy Application



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*This cover sheet MUST be completed before an Updated Certificate of Occupancy application can be accepted.
NOTE: All issued Updated Certificate of Occupancies will be mailed to the homeowner so be sure that a correct mailing address is listed.*

Application / Receipt Number: _____ Date Received: _____

Suffolk County Tax Map Number: 0905- _____ - _____ - _____

Present Owners Name: _____

Present Owners Address: _____

Property Location: _____

Applicants Name: _____

Applicants Address: _____

Applicants Telephone Number: _____

For Official Use Only

Approval for Updated Certificate of Occupancy granted on: _____

Building Inspectors Signature

Date

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UPDATED CERTIFICATE OF OCCUPANCY CHECKLIST

- (1) Is this a Single Family Dwelling? (Yes) (No) Is this a Two Family Dwelling? (Yes) (No)
- (2) Is this a Multi-Family (more than 2 family) Dwelling? (Yes) (No) How Many Families? _____
- (3) Other Residential: _____
- (4) Commercial Building Used As: _____
- (5) Other Structures:

 - () Basement () One Story () Wood Frame () Deck(s) _____
 - () Cellar () Two Story () Concrete Block () Swimming Pool
 - () Crawl Space () ___ Story () _____ () Shed(s)
 - () Pilings () Tennis Court(s)
 - () Slab () Pool House
 - () _____ () Gazebo
 - () _____ () Garage (_____ Car)
 - () _____ () 1 Story () 2 Story
 - () _____ () Home Professional Office (_____)
 - () _____ () _____
 - () _____ () _____

(6) Did you enter any of the Buildings? (Yes) (No)
If yes, which buildings did you enter?

(7) Are there any obvious violations of Section 907.3 of the Fire Code & Property Maintenance Code of New York State?
(Yes) (No)
If yes, list violations in inspection findings.

(8) Are there any buildings or structures on the property that do not have certificate of occupancies/compliances?
(Yes) (No)

(9) Are there any buildings or structures that were not shown on the survey that are on the property?
(Yes) (No)

(10) Field Inspector Findings:

Inspectors Signature Date

