

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

