

**BUILDING DEPARTMENT**  
**VILLAGE OF RYE BROOK**  
**938 KING STREET RYE BROOK, NY 10573**  
**(914) 939-0668 FAX (914) 939-5801**  
[www.ryebrook.org](http://www.ryebrook.org)

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**FOR OFFICE USE ONLY:**

Approval Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Disapproved a/c: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Date & Time: \_\_\_\_\_

Re-Inspection: \_\_\_\_\_

Original BP#: \_\_\_\_\_ Date: \_\_\_\_\_

Renewal Fee: \_\_\_\_\_ Due: / Paid:

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**ANNUAL RENEWAL APPLICATION**  
**FOR EXISTING HOME OCCUPATION PERMIT**

Application dated: \_\_\_\_\_, is hereby made to the Building Inspector of the Village of Rye Brook, NY, to renew a lawfully existing Tier II or Tier III Home Occupation in accordance with **§250-38** of the Code of the Village of Rye Brook, as described below. All Home Occupation Permits must be renewed by no later than June 15<sup>th</sup> of each year. Please consult the above captioned section of Village Code at, [www.ryebrook.org](http://www.ryebrook.org), for further information prior to filing this application.

1. Address: \_\_\_\_\_

2. Parcel ID #: \_\_\_\_\_ Zone: \_\_\_\_\_

3. Property Use: One Family; Two Family; Multi-Family; Other: \_\_\_\_\_

4. Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

5. **EXISTING HOME OCCUPATION:** check one: **Tier II ( ) Tier III ( )** (Full disclosure detailing the exact nature of the proposed home occupation, hours of operation, number of visits per week, number and names of employees, etcí or any other changes in the nature of the home business since the original approval is required by law.)  
[use additional sheets if necessary]

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Please note that this application must include the notarized signature(s) of the legal owner(s) of the above-mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.**

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STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

\_\_\_\_\_, being duly sworn, deposes and states that he/she is the applicant above named,  
(print name of individual signing as the applicant)  
and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the  
\_\_\_\_\_ for the legal owner and is duly authorized to make and file this application.  
(indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public