



UPDATED CERTIFICATE OF OCCUPANCY CHECKLIST AND APPLICATION

In order to obtain an Updated Certificate of Occupancy for a parcel, as required by §197-64 of the Village Code (section below), please provide the following:

1. Application must be completed in its entirety (pg 2);
2. Two **UPDATED ORIGINAL** surveys of the parcel; *surveys must be the original stamped survey, and updated to represent any and all structures and building area lot coverage on the property as of the date of the Updated Certificate of Occupancy application;*
3. Copies of all Certificates of Occupancy/Compliance relating to the parcel; *All open Building Permits and/or outstanding violations MUST be finalized or satisfied before the Updated Certificate of Occupancy can be issued;*
4. Owner’s Authorization (pg 3);
 - a. If the name that the Certificate of Occupancy is being requested to be issued in has not been the owner for 12 months prior, then a copy of the Recorded Deed and/or Title must be furnished with the application as proof of current ownership;
5. Fee in the amount of \$100.00. (All checks are payable to the Village of Westhampton Beach)

All forms/applications/affidavits must be submitted and completed in their entirety, together with the application fee before an Updated Certificate of Occupancy application will be accepted.

AN INSPECTION OF THE ENTIRE PROPERTY WILL BE REQUIRED PRIOR TO ISSUANCE OF THE UPDATED CERTIFICATE OF OCCUPANCY. PLEASE BE PREPARED TO SCHEDULE INSPECTION AT TIME OF SUBMITTAL OR MAKE ARRANGEMENTS TO CONTACT THIS OFFICE AT A LATER DATE FOR SCHEDULING.

Code of the Village of Westhampton Beach
 §197-64 Certificate of Occupancy

C. An updated certificate of occupancy shall be required upon the sale or transfer of any improved real property including a condominium and it shall be unlawful to use or occupy any improved real property after title has been transferred without first obtaining an updated certificate of occupancy.



Incorporated Village of Westhampton Beach

DEPARTMENT OF BUILDING AND ZONING

165 Mill Road, Westhampton Beach, New York 11978

(631) 288-3478 – Fax (631) 288-4332



NOTE: ALL ISSUED CERTIFICATES OF OCCUPANCY WILL BE MAILED TO THE HOMEOWNER, PLEASE ENSURE THAT THE CORRECT MAILING ADDRESS IS LISTED.

Suffolk County Tax Map Number 905 - _____ - _____ - _____

Present Owner Name:

Present Owner Mailing Address:

Property Location: _____, Westhampton Beach

Applicant Name:

Applicant Mailing Address:

Applicant Phone: _____ Applicant Email: _____

Contact info for inspection (if other than above owner/applicant): _____

Contact Phone: _____ Contact Email: _____

FOR OFFICIAL USE ONLY

Application / Receipt No.: _____ Date Received: _____

Approval for Updated Certificate of Occupancy granted for:

Date Inspected: _____

Inspector Signature



OWNER’S AUTHORIZATION

STATE OF _____)
) ss.:
 COUNTY OF _____)

I, (owner) _____

Residing at: _____

Being the owner of premises (Property Location) _____

Also known as Suffolk County Tax Map Number (SCTM #:) _____

Hereby authorize (Agent) _____

Whose mailing address is (Agent Address) _____

To act on my behalf for purposes of application and interfacing with the Building Department for (Description of Proposed Work)

Of the Village of Westhampton Beach, and to received and/or file any documents required with reference to my application for
 (Owner) _____

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

 Owner Signature

Sworn to before me this _____ day
 of _____, 20_____

 Notary Public