



## Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 201

[www.villageofgreenport.org](http://www.villageofgreenport.org)

### **APPLICATION FOR CERTIFICATE OF OCCUPANCY/COMPLIANCE**

**The following documents are required to be submitted after all work has been completed, and prior to the scheduling of a final inspection:**

Final Survey (prepared by a NYS Licensed Surveyor) (if required)

A final Flood Elevation Certificate prepared by a NYS Licensed Surveyor (if required)

Electrical Certificate of Compliance (if required)

Copy of NYS/IECC Energy Efficiency Certificate (if required)

Suffolk County Health Department Approval (if required)

Plumbers Affidavit (if required)

Final Floor Affidavit (if required)

**PLEASE ENSURE ALL REQUIRED FEES & DOCUMENTS ARE SUBMITTED PRIOR TO REQUESTING A FINAL INSPECTION FOR THE PURPOSE OF OBTAINING A CERTIFICATE OF OCCUPANCY OR A CERTIFICATE OF COMPLIANCE.**

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No building may be used or occupied in whole or in part until a Certificate of Occupancy is issued by the Code Official. (This applies to all new construction.)

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No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than thirty (30) days after completion, unless a Certificate of Occupancy was issued by the Code Official. (This applies to all additions and alterations.)

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#### **FEES FOR CERTIFICATES:**

**NEW DWELLING: ADDITIONS/ALTERATIONS TO DWELLINGS:** \$75.00

**BUSINESS, COMMERCIAL, INDUSTRIAL, PUBLIC BUILDINGS: ADDITIONS/ALTERATIONS:**  
\$100.00

**SWIMMING POOLS, ACCESSORY BUILDINGS, ADDITIONS/ALTERATIONS TO ACCESSORY BUILDINGS:** \$60.00

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**Note:** The issuance of a Certificate of Occupancy/Compliance does not guarantee strict compliance with all laws, regulations, codes and standards. The responsibility for such compliance remains with the owner of the premises and the person carrying out any building work thereon, nor does the issuance of a Certificate indicate the achievement of a standard of workmanship or compliance with any contractual arrangement between owner and contractor.



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**DATE OF APPLICATION:** \_\_\_\_\_

**BUILDING PERMIT NUMBER:** \_\_\_\_\_ **DATE BUILDING PERMIT ISSUED:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**BUILDING WORK:**

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 ISSUANCE OF A CERTIFICATE OF  
OCCUPANCY/COMPLIANCE.

**Location of work site:**

Suffolk County Tax Map Number: 1001 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Street Address: \_\_\_\_\_ Greenport, New York, 11944

**Zoning District:** [ ] WC [ ] R1 [ ] R2 [ ] PD [ ] CR [ ] CG

**Is property located within the Historic District? [ ] Yes [ ] No**

IT IS HEREBY CERTIFIED THAT THE BUILDING WORK COMPLIES WITH THE APPROVED PLANS, SPECIFICATIONS, ALL FEDERAL, STATE AND LOCAL RULES AND REGULATIONS, ALL APPLICABLE CODES, AND BUILDING PERMIT REQUIREMENTS.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_. Signature \_\_\_\_\_  
Owner or Applicant

Notary Public, Suffolk County, New York

## Signature

### Owner or Applicant

**FOR OFFICIAL USE ONLY:**

*Date Application Received:* \_\_\_\_\_ *Date Application Reviewed:* \_\_\_\_\_ *By:* \_\_\_\_\_

*Documents Provided:*  Survey  Electrical Cert.  Energy Efficiency Certificate  Plumber's Affidavit

Final Floor Affidavit (*If Required*)  As-Built Plans (*If Required*)

FINAL INSPECTION DATE: **INSPECTED BY:** **CERT. No.**