



Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 201

www.villageofgreenport.org

CHANGE OF USE/OCCUPANCY/TENANCY APPLICATION

All information below is to be filled out by the applicant.

This completed application is to be accompanied by floor plans showing the proposed layout and room dimensions, and a letter of intent stating what the proposed use/occupancy/tenancy will be.

A FIRE SAFETY INSPECTION MUST BE CONDUCTED PRIOR TO OPENING.

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY) DATE: ____/____/____

First Name Last Name Business Name, if applicable

Mailing Address City, Town, Village State Zip

Phone Contact E-Mail Address Fax #

CONTACT PERSON (if different from owner)

The person to receive all correspondence including permit and associated certificate:

First Name Last Name Business Name, if applicable

Mailing Address City, Town, Village State Zip

Phone Contact E-Mail Address Fax #

IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.

Property Location:

Suffolk County Tax Map Number: 1001 Section: ____ Block: ____ Lot ____

Street Address: _____ Greenport, New York, 11944

Zoning District: ☐ CR ☐ WC ☐ CG

Is property located within the Historic District? ☐ Yes ☐ No



CHANGE OF USE/OCCUPANCY/TENANCY APPLICATION

FILL IN ALL THAT APPLY:

THE CURRENT USE IS: _____

THE CURRENT OCCUPANCY IS: _____

THE CURRENT TENANT IS: _____

THE PROPOSED USE IS: _____

THE PROPOSED OCCUPANCY IS: _____

THE PROPOSED TENANT IS: _____

Change in occupancy or use shall include any change in configuration of a premises, and any change or alteration in the primary use or addition or removal of a secondary or accessory use.

In addition to any other inspection required by the Code of the Village of Greenport, or by law, each retail and commercial space, and each premises with a space used for public assembly, shall be inspected for compliance with the New York State Uniform Fire Prevention and Building Code and Greenport Village Code prior to any change in use, occupancy or tenancy and as follows:

(1) In the event that the change of use, occupancy or tenancy creates, changes, or continues a conditional use, or requires a building or other permit under the New York State Uniform Fire Prevention and Building Code or Greenport Village Code, then applications shall be referred to the Building Department and the Planning Board pursuant to § **150-29** of the Greenport Village Code for conditional uses and § **150-30** for all uses, and an application for review by the Planning Board shall be required.

(2) In the event that the change of use, occupancy or tenancy does not create, change, or continue a conditional use and does not require a building or other permit under the New York State Uniform Fire Prevention and Building Code or the Greenport Village Code, The Code Official shall approve the use after a fire safety inspection is complete and the property is deemed to be in compliance.

* In the event that the inspection to be performed shall be of a premises which includes a place of public assembly, or a premises or use where an RPZ valve is required: the inspection shall include a certification of the sprinkler system, the fire alarm system, and the determination of the existence or operation of an RPZ valve.

I have read and understand all the rules, regulations, and requirements associated with the application for a change of use/occupancy/tenancy.

Signature of Applicant

____/____/____
Date