



Building Department
TOWN OF EAST HAMPTON

300 Pantigo Place – Suite 104
East Hampton, New York 11937

CHECK IF
FEE IS PAID

Revised: 10/30/2024
(am)

Phone: (631) 324-4145

DATE: _____

UPDATED CERTIFICATE OF OCCUPANCY REQUEST FORM

SCTM # 300-_____

HOMEOWNER (S) _____

PROPERTY ADDRESS & HAMLET _____

“PLEASE SUBMIT WITH ALL REQUIRED DOCUMENTS”

DOCUMENTS REQUESTED BY OFFICE FOR UPDATE C.O.:

- 1. (2) TWO ORIGINAL RAISED SEAL, STAMPED SURVEYS OF PROPERTY WITH CLEARING, LOT & BUILDING CALCULATIONS**
- 2. CHECK OR MONEY ORDER PAYABLE TO THE TOWN OF EAST HAMPTON FOR \$600.00**
- 3. ANY OPEN BUILDING PERMITS RENEWED AND ELECTRICAL UNDERWRITERS CERTIFICATE IF REQUIRED.**
- 4. SMOKE AFFIDAVIT**
- 5. SETUP AN INSPECTION OF PREMISE WITH THE BUILDING INSPECTOR.**

MAILING ADDRESS OF WHERE THE CERTIFICATE OF OCCUPANCY IS TO BE MAILED!

(PLEASE PRINT)

NAME: _____ **TELEPHONE #:** _____

MAILING ADDRESS IF DIFFERENT FROM ABOVE:

EMAIL ADDRESS:
