

INCORPORATED VILLAGE OF PHILMONT
Building Department

PO Box 822 – 124 Main Street
Philmont, NY 12565
Phone: 518-672-7032

TENANCY CERTIFICATE OF OCCUPANCY

In accordance with Village of Philmont Local Law #2 of 1997 (Tenancy Certificate of Occupancies for Vacant Dwellings), I hereby request the Building Department verify that the residential living unit identified below may be re-occupied.

Date: _____ Fee (\$30.00 Per Unit): _____

Address of Rental Unit: _____

Tax Map Number: _____

Apartment Number: _____ New Tenant Name: _____

Owner: _____

Mailing Address: _____

Phone #: _____

BUILDING DEPARTMENT FINDINGS

I have conducted a visual, non-invasive inspection of the above premises and found the following:

☐ Premises may be re-occupied

☐ Deficiencies / Hazards

☐ Unit CANNOT BE OCCUPIED

Comments:

Date: _____ Code Enforcement Official: Elyse DeRuzzio / Morgan Klima

1st Re-Inspection

Results:

Date: _____ Inspector: ED / MK Can be occupied? Yes ☐ No ☐

TENANCY LAW INSPECTION ITEMS

Smoke / CO Detectors:

- Smoke detector required inside every sleeping room, outside every sleeping area, and on every story including basement.
- CO detector required outside every sleeping area.
- CO detector required on every story with a fuel-fired appliance, solid fuel appliance, fireplace, or motor vehicle related occupancy.
- Test each detector to verify working battery.

Safety Items:

- Verify stairs (inside & outside) have railings and treads in good condition.
- Ensure no broken windows and each bedroom has at least one window that opens.
- Check porch railings, especially above ground level.
- Check heating exhaust for leaks, pipe condition, wiring, or missing panels.
- Check oil tank vents/fills are metal and vent outside.
- Check breaker or fuse panel and ensure labels are present.
- Verify GFCI outlets at kitchen counters and bathrooms.
- Verify common halls have working light bulbs.
- Verify a 'house' electric meter for common areas.
- Verify apartment numbers posted at entrances (~4 inch numbers).

Health Items:

- Check attic, basement, and yard for garbage or rubbish.
- Verify carpets are sanitary and safe.
- Check for roaches, insects, rodents, or mold.
- Verify water meter has outside reader and is functioning with Village Clerk's office.

Junk Cars:

- Verify there are no junk or unregistered cars on the property.

NOTES:

Any of the above items may be a reason to prohibit occupancy of the apartment being inspected. Provisions of other applicable laws may also apply. Judgment may be used to determine whether to prohibit occupancy at the time of inspection or allow occupancy based on landlord efforts to correct deficiencies. A re-inspection may be scheduled in either case.