



Town of Riverhead Building Department

4 W Second Street, Riverhead, New York 11901

(631) 727-3200 Ext. 213

www.townofriverheadny.gov

DUPLICATE CERTIFICATE OF OCCUPANCY/ LETTER OF PRE-EXISTING USE

1. One (1) page Duplicate CO / LPEU application;
2. Two (2) surveys showing all current structures on premises;
3. Sketches of floor plans/room layout for all structures and floors;
4. Copies of any Certificates of Occupancy (or Compliance) for any completed work;
5. Evidence of pre-1965 construction at current site (dated documents, photographs, etc.). Construction without supporting historical documentation will require a permit to legalize;
6. Owner's Affidavit, if applicant is not owner;
7. Completed and Notarized Electrical Permit, unless ALL wiring and devices are pre-1965 or done under a permit.
8. Fee is \$600 per signed Letter of Pre-Existing Use or \$300 per signed Duplicate Certificate of Occupancy and is **non-refundable per §217-12**;
9. Inspection is required of the entire parcel. Please schedule upon remittance of all required materials and fee.

Please note: The processing of application begins when all applicable forms are received and the fee is paid.



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Date: _____

SCTM#0600-_____-_____-_____

Approved By:_____

Receipt No. _____

I, _____, owner of or agent for the owner of, am requesting a Duplicate Certificate of Occupancy or a Letter of Pre-Existing Use for the listing below. I have a survey depicting all current structures on the property and the fee of \$300 per signed duplicate CO or \$600 per signed LPEU. I understand that an inspection is required of the entire property and throughout all buildings and structures present on the property. Further, I understand that any structure or alteration found on the property that does not have an issued Certificate of Occupancy or Certificate of Compliance and found to have been constructed after 1965, may require building permits and is subject to building codes and zoning of the Town of Riverhead.

Applicant:_____

Property Owner:_____

Property Address:_____

SCTM # 0600-_____-_____-_____

Contact Phone and Address:_____

Smoke detectors and carbon monoxide detectors are invaluable life safety devices. The Town strongly advocates for the installation of these devices. The Residential Building Code of New York State requires that these alarms be installed whenever repairs or alterations are made to existing buildings, or for new additions. Please be aware inspections in connection with this application may result in requiring fire safety devices to be installed.

Sworn before me on this day_____

Signature of Applicant

of_____20_____.

Notary Public