



Building Department
TOWN OF EAST HAMPTON

CHECK IF
FEE IS PAID

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

Building Inspector's Office
Revised: 10/27/23

Phone: (631) 324-4145

DATE: _____

UPDATED CERTIFICATE OF OCCUPANCY REQUEST FORM

SCTM # 300- _____

HOME OWNER (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 PAYABLE TO THE TOWN OF EAST HAMPTON FOR \$200.00
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:

