



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
631-537-0017 631-537-0612 (FAX)

APPLICATION FOR UPDATED CERTIFICATE OF OCCUPANCY

Application No: _____

Date Issued: _____

Permit No: _____

Permit Fee: _____

Instructions:

1. This form must be completed in every aspect, signed and notarized.
2. A completed Authorization and Consent form must be included.
3. A recent survey less than one year old is required.
4. Copies of all certificates of occupancies and/or compliances for all structures on the property.
5. \$500.00 application fee.

PROPERTY LOCATION:

Tax Map Number: _____

Property Street Address: _____

Existing use of structure(s):

Residential _____ Commercial _____ Agricultural _____

STATE WHETHER APPLICANT IS:

OWNER _____ LESSEE _____ AGENT _____ ARCHITECT _____ BUILDER _____ OTHER _____

Owner of property: _____

Mailing Address of Owner: _____ Phone Number: _____

Applicant (if different from owner): _____

Address of Applicant: _____ Phone Number: _____

APPLICATION IS HEREBY MADE to the Village of Sagaponack Building Department for the issuance of an Updated Certificate of Occupancy as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Sworn to before me this _____ day of _____, 20__

Signature: _____

Owner

Notary Public

Date: _____

APPROVAL: _____

Date

Building Inspector



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**AUTHORIZATION AND CONSENT
Updated Certificate of Occupancy**

STATE OF NEW YORK)
) ss.:
COUNTY OF)

_____ being duly sworn depose
and say:

1. The undersigned are the sole owners of premises at _____

2. The undersigned are the applicant(s) for an Application for an Updated Certificate of Occupancy.
3. The undersigned consent to entry and inspection of the above premises as needed by the Building Inspector.
4. The undersigned authorize _____ whose contact information is _____
_____ to appear on our behalf before the officials and agencies of the Village of Sagaponack.

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Signature

Sworn to before this
___ day of _____, 20__

Print Name

Notary Public

Signature