

Building Department

Village of Port Chester
222 Grace Church Street
Port Chester, New York 10573
Phone (914) 939-5203 Fax (914) 939-8747
www.portchesterny.com



Office Use Only

Date Received _____

Processed Date _____

Fee Received _____

CERTIFICATE OF OCCUPANCY, OPEN PERMIT(S) & STOP ORDER(S), OPEN VIOLATIONS VERIFICATION REQUEST

All Certificate of Occupancy / Open Permits / Stop Order, and Open Violations requests must be submitted in writing, in person, or by mail. A fee of \$35 for service is applied to EACH Tax Map ID number. Please provide a description of how the property is occupied at present. Please make all checks and money orders payable to "the Village of Port Chester" No Cash, Credit or Debit accepted. Status Updates are available via E-mail request to C.Ameigh@Portchesterny.com.

Applications will not be processed without payment being received. Tax Map ID being filled out (available from assessor's office at (939-3566), or current occupancy being indicated (***) Indicates required field). Please be advised that Building Permits and Certificates of Occupancy have been required by local law since November 14th, 1927.

REQUESTORS / CONTACT PERSON (Recipients Info)

*Requestor / Contact Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
*Phone: _____ Fax: _____
E-mail: _____

LOCATION / PROJECT / SITE INFORMATION:

*Tax Map ID: Section _____ Block _____ Lot _____
Address of property (if developed): _____
*Current Occupancy: _____
Comments/Requests/Specific Inquiries: _____

Office Use Only

Occupancy Type: _____
CO Issued: _____ CO # _____ Date Issued: _____ Copy attached: _____
Open Permit(s): _____ Copy attached: _____
Stop Order: _____ Copy attached: _____
NOV Issued: _____ A.T. Issued: _____ Copy attached: _____
Comments: _____

Building Inspectors Signature: _____ Date: _____