# CERTIFICATE OF OCCUPANCY / COMPLIANCE APPLICATION

## Application Checklist

☐ **All Required Inspections have been performed and work approved. (See attached Construction Inspections Required)**

☐ **Third Party Electrical Inspection Certificate of Compliance**

☐ **Three (3) Sets of Revised Plans if any changes were made not shown on original plans submitted**

☐ **Three (3) Copies of Final Survey sealed by an NYS Licensed Surveyor**

☐ **Application Fee: Certificate of Occupancy ($100.00), Certificate of Completion ($50.00), Temporary Certificate of Occupancy ($150.00)**

☐ **Any Additional Permit Fees Due**

**Note:** **Incomplete applications will be returned without review.**

**Application must be submitted prior to final inspection is performed.**

**If final cost exceeds the estimated cost from the building permit application, an additional fee may be required before the issuance of a Certificate of Occupancy or Certificate of Compliance.**

**No building or pool shall be occupied or used, in whole or part, for any purpose whatever, until the Building Department grants a Certificate of Occupancy or Certificate of Compliance.**

**A standard two (2) week review timeframe by the Building Department is typical for all applications.**

## *Village of Elmsford*

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 592-6555

Permit No.: _____

Date:_____

# *Village of Elmsford*

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 592-6555
Fax (914) 592-8129

## CERTIFICATE OF OCCUPANCY / COMPLIANCE APPLICATION

Application is hereby made to the Building Department for the issuance of a Certificate of Occupancy pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. It is further agreed that the premises will not be occupied until a Certificate of Occupancy has been issued and all fees are paid in full.

☐ **As Built Survey**    ☐ **Final Electrical Inspection Certificate**

### SITE DATA:

Section .Sheet - Block – Lot(s):_____ . _____ - _____ - _____

Street Address: _____

Project Description _____

### AFFIDAVIT OF FINAL COST OF CONSTRUCTION AND COMPLETION OF WORK:

State of New York, County of _____ SS.:

_____,being duly sworn, deposes and says:
              (Applicant)

that he/she is the property owner (or agent of the owner) named in the Application for Building Permit dated _____,20___ relating to construction or other work to be performed on, or in connection with, the premises located as indicated above, that the actual cost of the construction or other work described therein was

_____ Dollars ($_____).

Applicant further states that

Application is herby made for the issuance of a Certificate of Occupancy/Compliance for the work performed on these premises. Applicant states that to the best of his/her knowledge and belief, the work has been performed in accordance therewith and in accordance with the applicable provision of law

Sworn to before me                    Applicant Signature:_____

this_____day of_____      Print Name: _____

Notary Public:_____

                                              Seal

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**DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY**

Original Cost of Construction        $_____    Actual Cost of Construction    $_____

Building Permit Fee Paid             $_____

Additional Building Permit Fees Due  $_____

Certificate Application Fee          $_____    **Total Fees Due**    **$_____**

(Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost is less than the estimated cost stated in the Application for Building Permit, no portion of the fee paid upon the filing of the application will be refunded).

### NOTICE: