

DATE RECEIVED: _____

CHECK #: _____

CASH RECEIPT #: _____

TOWN OF MONROE BUILDING DEPARTMENT
1465 Orange Turnpike Monroe, NY 10950 (845) 783-1900 ext.208

**APPLICATION FOR A CERTIFICATE OF OCCUPANCY/LETTER STATING
NO CERTIFICATE OF OCCUPANCY/ROAD STATUS/LOCATION SEARCH
FOR EACH BUILDING, STRUCTURE OR LOT**

-
- A. This application must be completely filled in by use of a typewriter or printed in ink and submitted to the attention of the Building Inspector
- B. Application may be submitted by the owner or record or his authorized agent for and' building structure or lost for which the below information is sought.
- C. Make checks payable to the **Town of Monroe**
-

APPLICATION IS HEREBY MADE to the Building Department for the following:
(Please check the appropriate items that are requested.)

_____ Copies of Existing Certificate of Occupancies

or

_____ Letter Stating No Certificate of Occupancy

\$100.00 for all three

_____ Road Status

_____ Violation Search

_____ Affidavit Type Certificate of Occupancy

Affidavit Type \$100.00

\$5.00 for copy of each Certificate of Occupancy _____

Person to contact for access of premises (If Necessary)

Name: _____ Phone Number: _____

Address: _____

Owner of Record is: _____

Address of Owner is: _____

Location of premises: Street Name: _____

Tax Map Number - Section: _____ Block: _____ Lot: _____

Building, Structure or Lot for which information is being sought (check one):

☐ House ☐ Accessory Building ☐ Retail Store Unit ☐ Office

☐ Apartment ☐ Swimming Pool ☐ Commercial

Existing Use and/or Occupancy: _____

Applicant is: ☐ Owner ☐ Real Estate Agent ☐ Attorney

☐ Abstract/Title Co. ☐ Other _____

Name: _____ Phone Number: _____

Address: _____ Date: _____

NOTE: Due to past problems with incorrect return addresses please send a self address envelope.

Signature _____