Building Department

TOWN OF EAST HAMPTON

300 Pantigo Place – Suite 104

East Hampton, New York 11937

Building Inspector's Office ***Phone:(631) 324-4145***

DATE: _____

PLEASE NOTE: *PLEASE ALLOW A* ***MINIMUM OF THREE (3) BUSINESS DAYS*** *FOR THE PROCESSING OF YOUR REQUEST. THANK YOU.*

PLEASE E-MAIL FORM TO: *buildingdepartment@ehamptonny.gov*

PLEASE RESEARCH THE FOLLOWING PARCEL:

SCTM # 300-_____

HOME OWNER (S) _____

PROPERTY ADDRESS _____

DOCUMENTS REQUESTED (PLEASE CHECK):

FINAL SURVEY _____
SURVEY SHOWING WELL & SEPTIC LOCATIONS _____
PROPERTY CARD (HISTORY OF PARCEL) _____
CERTIFICATE OF OCCUPANCY (S) _____
OPEN BUILDING PERMIT (S) _____
LETTER OF ELIGIBILITY FOR VACANT LAND (BUILDABILITY) _____

*PULL PLANS TO EMAIL (**WITH LETTER FROM PROPERTY OWNER ONLY**)_____*

UPON COMPLETION OF THIS REQUEST PLEASE CONTACT:

(PLEASE PRINT)

NAME:_____TELEPHONE #: _____

E-MAIL ADDRESS: _____

NOTES: