



**Building Department**  
**TOWN OF EAST HAMPTON**

CHECK IF  
FEE IS PAID

*300 Pantigo Place – Suite 104*  
*East Hampton, New York 11937*

**Building Inspector's Office**  
**Revised: 10/27/23**

**Phone: (631) 324-4145**

DATE: \_\_\_\_\_

**UPDATED CERTIFICATE OF OCCUPANCY REQUEST FORM**

SCTM # 300- \_\_\_\_\_

HOME OWNER (S) \_\_\_\_\_

PROPERTY ADDRESS & HAMLET \_\_\_\_\_

**“PLEASE SUBMIT WITH ALL REQUIRED DOCUMENTS”**

**DOCUMENTS REQUESTED BY OFFICE FOR UPDATE C.O:**

1. (2) TWO ORIGINAL RAISED SEAL, STAMPED SURVEYS OF PROPERTY WITH CLEARING, LOT & BUILDING CALCULATIONS
2. CHECK PAYABLE TO THE TOWN OF EAST HAMPTON FOR \$200.00
3. ANY OPEN BUILDING PERMITS RENEWED AND ELECTRICAL UNDERWRITERS CERTIFICATE IF REQUIRED.
4. SMOKE AFFIDAVIT
5. SETUP AN INSPECTION OF PREMISE WITH THE BUILDING INSPECTOR.

**MAILING ADDRESS OF WHERE THE CERTIFICATE OF OCCUPANCY IS TO BE MAILED!!**

**(PLEASE PRINT)**

NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**MAILING ADDRESS IF DIFFERENT FROM ABOVE:**

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