

Town of Glenville

Paul Borisenko
Building Inspector

Building Department
18 Glenridge Road
Glenville, NY 12302
www.townofglenville.org

Terri Petricca
Code Enforcement Officer

Tel: (518) 688-1200, Ext. 405

Fax: (518) 384-0140

REQUEST FOR CERTIFICATE OF OCCUPANCY VERIFICATION

***We will research your request as quickly as possible however we suggest that you provide adequate time for processing your request.

***This form will be completed free of charge as a courtesy to our property owners. **If more detailed information or copies are requested**, you must file a FOIL request with the Town of Glenville Town Clerk. There is a fee of .25 cents per page provided. Allow for additional processing time for your FOIL request. A separate FOIL request form available from the Town Clerk is required.

PROVIDE THE FOLLOWING INFORMATION:

Date: _____

Property Owner: _____

Property Address: _____

Current Use of Property: _____

Name, Address and Phone and Fax Number of Person/Agency Making Request:

.....
THE FOLLOWING INFORMATION IS AVAILABLE IN OUR OFFICE:

_____ Our records indicate that a Certificate of Occupancy was issued for a _____.

_____ After a search of our records a Certificate of Occupancy was not found. This does not mean that one was never issued. This may be due to the construction pre-dating modern building code requirements. See the following notes below:

*****The Town of Glenville Building Department does not issue and/or re-issue** Certificates of Occupancy on existing structures not associated with an open building permit.

*****It is assumed that all construction was performed in accordance** with the building code and generally accepted practices in effect at the time the work was completed.

_____ At the time of this search there were no known and/or open violations associated with this property.

_____ At the time of this search there were known and/or open violations associated with this property. (see attached)

Town of Glenville Building Department
(Form Revised 11/28/11)

Date of Search