



Date Received: _____

Date Issued: _____

**Town of Liberty
Building Department**

APPLICATION FOR CERTIFICATE OF OCCUPANCY / COMPLIANCE

Having complied with the provisions of the Code of Ordinance of the Town of Liberty with respect to the filing of any necessary plans and specifications, I hereby apply for a Certificate of Occupancy as required in the Code of Ordinance of the Town of Liberty and the New York State Fire Prevention and Building Code to apply the following described premises:

Tax Parcel Number: _____ **Section:** _____ **Block:** _____ **Lot:** _____

Located at _____
(Street Address Issued by Sullivan County 911 Center)

Building Permit #: _____ - _____ **Building Permit Expiration Date:** _____

The dimensions, shape and location of the existing and proposed buildings or structures with their extensions and projections thereon are as shown on the plans, drawn to scale, submitted herewith and made a part of this application.

If to be used for manufacturing or business purposes, state exact nature thereof. If to be used for residential purposes, state the number of families. In either case, give full particulars respecting each building or structures. If only part of the premises is to be used and the Certificate is desired for only that part, state exactly what is desired.

It is proposed to occupy or use the premises, buildings or structures or parts thereof for the following purpose:

The buildings or structures now on the lot are used for the following purposes: _____

The premises, which are subject to this application, are owned by: _____

Name and Address of individual to whom this certificate is to be issued: _____

I will contact the Inspector to schedule this inspection: YES _____ **NO** _____

Inspector please contact _____ **at** _____ **to schedule inspection.**

I have attached my completed inspection sheet, which is required for the issuance of my Certificate of Occupancy / Compliance.

(Please initial box)

I hereby certify that the above statements and data are correct and true to the best of my knowledge and belief.

Signed: _____ **Date:** _____