

Village of Southampton

BUILDING DEPARTMENT
23 Main Street
Southampton, NY 11968

631-283-0247 Ext.146
631-283-0247 Ext 147

TENANT CERTIFICATE OF OCCUPANCY

FEE: \$150.00

Please provide the following:

1. Completed application form.
2. Provide a sketch, drawn to scale detailing the proposed layout of all rented spaces within the building along with a description of what each area will be used as.
3. Payment of \$150. Please make check payable to the **Village of Southampton**.

Please review the following:

- Any renovations, alterations or additions to the building or any alterations, modifications or newly installed Mechanical, Electrical, Plumbing or Fire Protection equipment requires a building permit.
- All **signs and awnings** require ARB approval prior to them being installed.

Name of Business: _____

Address: _____

Phone Number: _____ Email: _____

Name of Business owner: _____

Business owner's phone number: _____

Business owner's email: _____

Property owner's name: _____

Property owner's phone number: _____

When will the Business be ready to open? _____

What type of business / services do you intend to provide: _____

TAX MAP # 904- _____ - _____ - _____ **RECEIPT #** _____

FM APPROVED: _____ **CO# ISSUED:** _____