

Village of Southampton

BUILDING DEPARTMENT
23 Main Street
Southampton, NY 11968

631-204-2146
631-204-2147

TENANT CERTIFICATE OF OCCUPANCY

THE FOLLOWING ITEMS ARE REQUIRED FOR ALL NEW BUSINESS TENANTS IN THE VILLAGE OF SOUTHAMPTON

Required from the Southampton Village Building Department:

1. Any and all interior **renovations** or **alterations** require a **building permit** application.
2. All **electrical alterations, additions modifications** require application for electrical inspection.
3. All **signs and awnings** require ARB approval and a sign permit.
4. **Fire Inspection** by the Southampton Village Fire Marshal.
5. **Tenant Certificate of Occupancy.**

Our Village Code, Section 116-37C(1) provides that it shall be unlawful to use any building until a C/O is obtained.

Needed before issuance of Tenant CO

- * **A sketch of the proposed layout of the rented space**
- * Certificate of Electrical Compliance from the Southampton Town Electrical Inspector for all electrical work done.
- * Building Permits require final inspection by the **building inspector**.
- * **Note:** Extension cords are not permitted to be used in place of permanent fixed wiring.

FEE: \$100.00

DATE: _____

TENANT: _____

LOCATION OF PROPERTY: _____

OWNER OF BUILDING: _____

INTENDED USE OF PROPERTY: _____

TAX MAP # 904- ____ - ____ - ____ **PHONE#** _____

Please be advised that a Certificate of Occupancy must be issued in your name as TENANT, if you are renting property in the Village of Southampton.

C/O # _____ **ISSUED** _____