

TOWN OF SMITHTOWN
BUILDING DEPARTMENT

**REQUEST FOR DUPLICATION COPIES
CERTIFICATES OF OCCUPANCY/CERTIFICATES OF COMPLIANCE
HISTORY LETTER****

Official _____	Unofficial _____
Fee* _____	Receipt No. _____

Date _____

Applicant Name _____

Mailing Address _____

Phone# _____

Fax # _____

E-Mail _____

I am requesting a duplicate copy of

Certificate of Occupancy/Compliance

*History letter***

For the following address:

Suffolk County Tax Map Number

District: 800 Section _____ Block _____ Lot _____

***Fees for each copy**

- Official copy Certificate of Occupancy or Compliance \$50
- Unofficial copy of Certificate of Occupancy or compliance \$4
- History Letter/Letter in Lieu \$500
- Unofficial copy of History Letter \$4

****Requires updated survey & assessors records**

****Smoke Alarm and Carbon Monoxide Detector Affidavit**

****Exterior Inspection completed by Building Department**

Smoke Detector / Carbon Monoxide Detector Affidavit

State of New York }

County of Suffolk }

The undersigned, being duly sworn, deposes and affirms as follows:

1. The undersigned, _____ (hereinafter, the "Grantor") is the owner of _____ (hereinafter, the "Premises").
2. The Grantor is in compliance with Section 378 (5) (b) of the Executive Law in that an operative **smoke detecting device**; and, Section 378 (5) (a) of the Executive Law in that an operative **carbon monoxide detection device** has been installed in the Premises.

Given under our hands and seal this _____ day of _____, 20____

Print Name

Signature

Sworn to before me on this _____ day of _____, 20____

Notary Public

