

INCORPORATED VILLAGE OF MINEOLA

155 WASHINGTON AVENUE, MINEOLA, NEW YORK 11501-TELE.516-746-0752-FAX516-746-4065

PLEASE PRINT ALL INFORMATION

Application to obtain a new certificate of occupancy for an existing building

Date application submitted _____ Submitted by owner _____ Agent _____

Street
Address _____

Nassau County Map No. 9, Block No. _____ Lot No. _____

Name of property owner _____ Tele No. _____

Owners Notarized Signature _____ Notary _____

*If this application is submitted by anyone other than the property owner, an authorization from the owner shall be submitted and attached with notarized signature of owner.

*This application shall include an **ACCURATE & LEGIBLE** survey of the property and all structures thereon and **(two) 2 sets of as built plans** signed and sealed by a Registered Architect, or Professional Engineer.

*As per New York State Law, smoke detectors shall be installed in each sleeping area, on each floor level and outside each sleeping area.

*A current, updated electrical inspection certificate shall also be submitted.

*An application fee of **\$100.00** shall also be submitted. All checks made payable to the Village of Mineola.

*This application shall serve as an authorization to enter upon the property identified. In the event a violation of the Zoning Law or Building Code is found to exist at the time of inspection, a Certificate of Occupancy shall not be issued and the owner will be directed to remove such violations.

DO NOT WRITE BELOW

Date of inspection _____ Time _____ Zoning District _____

Occupancy _____

Survey _____ Certificate of Occupancy No. _____ Date _____

Building Superintendent Date _____