TOWN OF NEW PALTZ

BUILDING DEPARTMENT

APPLICATION FOR A CERTIFICATE OF OCCUPANCY
BUSINESS CHANGE OF OCCUPANT

A completed application must be submitted for approval, along with the required fee ($150.00), and a fire safety inspection performed prior to the occupancy of your business.

Property Address: _____

Section/Block/Lot: _____ Permit#: _____

Owner's Name: _____

Address: _____

Phone# (H): _____ (W) _____

Applicant's Name: _____

Address: _____

Phone (H): _____ (W) _____

Previous Use: _____

Proposed Use: _____

_____

Business Name: _____

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

---------- For Office Use Only ----------

Date Received: _____ Fee Paid: _____ Insp. Scheduled: _____

Approved ☐ Disapproved ☐ Date: _____ Building Inspector _____

1 Veterans Drive P.O. Box 550 New Paltz, NY 12561 (845)-255-0102 Fax (845) 255-4084