



**TOWN of GREENBURGH  
DEPARTMENT OF BUILDINGS**

177 Hillside Avenue, Greenburgh, New York 10607  
 (914) 989-1560 Fax (914) 993-1570  
[www.GreenburghNY.com](http://www.GreenburghNY.com) email: building@greenburghny.com

**RECORD SEARCH REQUEST**

Applicant Name: \_\_\_\_\_ Representing: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Volume: \_\_\_\_\_ Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

PLACE A <input checked="" type="checkbox"/> Next to Requested Information <i>(please note fees associated with requested documents)</i>	*OFFICE USE ONLY*		
	Fee	# of Copies	Total Fee
<b>Copies of all Certificates of Occupancy/Completion</b>	\$10/copy		
<b>Copies of Building Plans</b> (Note: Original letter of authorization required from property owner)	\$5/page microfilm		
	\$20/pg large scale		
<b>Copy of Property Survey</b>	\$5/page microfilm		
	\$20/page large scale		
<b>Copy of Building Violations</b> (if you do not want all violations, please specify which ones requested in space below)	0.25/page		
<b>Copy of Permits</b> (if you do not want all permits, please specify which ones requested in space below)	\$0.25/page		
<b>Substitute Certificate of Occupancy - Required</b> when no original CO was issued for construction of original structure – contact Robert Dam 993-1567 to schedule inspection	\$200/structure		
<b>List of Building Violations *Search Only*</b>	No charge	Active	None
<b>List of Permit, CO/CC's Issued * Search Only *</b>	No Charge		
	<b>Total Due</b>		

**SEARCH WORKSHEET**

CO		CC		PERMIT		VIOLATION		OTHER
Number	Year	Number	Year	Number	Year	Number	Year	

Attach extra sheets if necessary

Building Department records are open to the public upon submission of a properly completed search request form. The Building Department is available to assist you in your search for pertinent papers or records that are maintained under our jurisdiction. Searches can take from 5 to 15 working days.

Please indicate your request by filling out the form on the reverse side of this page and submit to the Building Department for processing.

**PLEASE CLEARLY PRINT ALL INFORMATION.**

**PAYMENT IS REQUIRED ONCE REQUEST IS FULFILLED.**



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John Lucido, Building Inspector