



TOWN of GREENBURGH

DEPARTMENT OF BUILDINGS

177 Hillside Avenue, White Plains, New York 10607
(914) 989 - 1560 Fax (914) 993 - 1570
www.GreenburghNY.com email: building@greenburghNY.com

SUBSTITUTE CERTIFICATE OF OCCUPANCY APPLICATION INSTRUCTIONS & SUBMISSION REQUIREMENTS

For buildings constructed before January 1, 1945, the owner, or any other interested party, may apply for a substitute certificate of occupancy seeking legalization of the building's existence. A substitute certificate of occupancy may be issued only after the Building Inspector is satisfied that a building complies with all applicable provisions of Chapter **285**, Zoning

REQUIRED FORMS/DOCUMENTATION

- One original application for substitute certificate of occupancy
- Application Fee.....\$ 200.00

Fees	~OFFICE USE ONLY~	Submission Date
App Fee: _____ Payment Form: CK CR MO	SUBCO Number: _____ Substitute Certificate of Occupancy issuance approved by: _____ Town of Greenburgh Building Inspector	

SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____
Parcel ID: _____ Zoning District _____ Year Built: _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____
Address _____ City _____ State _____ Zip _____
E-Mail: _____

APPLICANT INFORMATION

Owner _____ Phone # _____
Address _____ City _____ State _____ Zip _____
E-Mail: _____

NON-RESIDENTIAL BUILDING: Current Use: _____

RESIDENTIAL: ONE-FAMILY TWO-FAMILY MULTI-FAMILY # of Units _____

Number of Bedrooms: _____ Number of Full Bathroom(s): _____

Number of Half Bathroom(s): _____

Attic Finished Unfinished

Basement Finished Unfinished



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**SUBSTITUTE CERTIFICATE OF OCCUPANCY
FIELD INSPECTION REPORT**

INSPECTION DATE: _____ INSPECTOR: _____

ADDRESS: _____

PARCEL ID: _____ ZONE _____

INSPECTION DETAILS

BEDROOMS: _____

BATHROOMS: FULL: _____ HALF: _____

BASEMENT: _____ ATTIC: _____

SEWER TIE IN: _____

STRUCTURE PREDATES 1925 ZONING ORDINANCE: YES NO

COMPLIES WITH ZONING ORDINANCE: YES NO

INSPECTOR'S COMMENTS: _____

INSPECTOR'S SIGNATURE: _____ DATE: _____