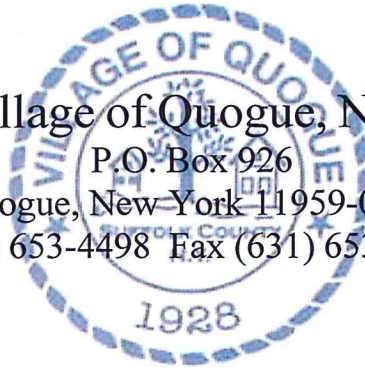


Village of Quogue, N.Y.  
P.O. Box 926  
Quogue, New York 11959-0926  
(631) 653-4498 Fax (631) 653-4776



November 2014

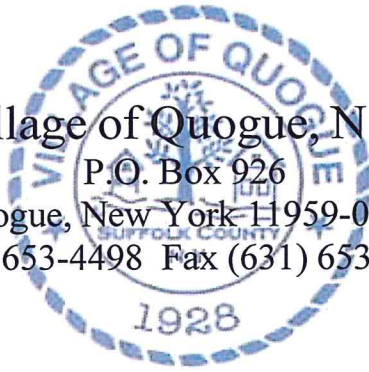
**Request For An  
Updated or Pre-Existing Certificate of Occupancy  
Instructions**

An Updated Certificate of Occupancy is required as per §196-61F of the Code of the Village of Quogue. In order to obtain an Updated Certificate of Occupancy for a parcel the following information must be provided.

1. An up to date as built original sealed survey.
2. Copies of all Certificates of Occupancy/Compliance for the parcel. (If you do not have them in your possession, you should file a Freedom of Information Law (FOIL) request with the Village office and review the building files for the property. They may be there.)
3. If there is a recent change in ownership, a copy of the deed must be submitted. Be aware that the C of O will be issued in the name of the current owner.
4. Any open building permits **must** be renewed, if necessary, and finalized prior to issuance of the updated C of O.
5. The correct house number must be displayed as per local and State Code.
6. Complete the form titled Request for an Updated or Pre-Existing Certificate of Occupancy.
7. If the request is for a preexisting use, a signed notarized affidavit regarding the history of the property will be required.
8. Submit the required \$250 fee with the application.
9. Submit a signed notarized smoke and carbon monoxide alarm affidavit. If hard wired detectors were not originally installed, battery operated detectors are acceptable.

Sincerely,  
William M. Nowak  
Chief Building Inspector

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Request For An  
Updated or Pre-Existing Certificate of Occupancy

This cover sheet must be completed before an Updated or Pre-Existing C of O application can be accepted. Be sure to include e-mail and owner addresses correctly. A copy of the C of O will be mailed to the owner or, if requested, made available for pick-up at the Village office.

Submittal Date: \_\_\_\_\_

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

SCTM Number: 902-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_.\_\_\_\_\_

Present Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Applicant's Name (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

<p><b><u>For Official Use Only</u></b></p> <p>Approved for an Updated / Pre-Existing Certificate of Occupancy on: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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