



## *Village of Quogue, N.Y.*

PO Box 926

Quogue, New York 11959-0926

Phone (631) 653-4498

Fax (631) 653-4776

### **Request for an Updated or Pre-Existing Certificate Occupancy Instructions**

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

1. An up to date as built original sealed survey to include an itemized lot percentage coverage.
2. An up to date electric certificate of compliance for pool equipment.
3. Copies of all Certificates of Occupancy/Compliance and ZBA decisions 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.)
4. 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.
5. Any open building permits **must** be renewed, if necessary, and finalized prior to issuance of the updated C of O.
6. The correct house number must be displayed as per local and State Code.
7. Complete the form titled Request for an Updated or Pre-Existing Certificate of Occupancy.
8. If the request is for a preexisting use, a signed notarized affidavit regarding the history of the property will be required.
9. Submit the required \$750 fee with the application. (checks made payable to the "Village of Quogue").
10. 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 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:

#### **For Official Use Only**

Approved for an Updated / Pre-Existing Certificate of Occupancy on: \_\_\_\_\_

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## **SMOKE & CARBON MONOXIDE ALARM AFFIDAVIT**

STATE OF NEW YORK)

)SS:

COUNTY OF SUFFOLK)

I, \_\_\_\_\_, being duly sworn, depose and say:

- 1) I am the \_\_\_\_\_ of the premises located at \_\_\_\_\_, SCTM# 902-\_\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_\_.
- 2) That smoke detection alarm devices are installed as per the Residential Code of New York State and /or The Property Maintenance Code of New York State, which requires one in each room used for sleeping purposes and in hallways or common areas outside of rooms for sleeping and at least one be on each story within a dwelling, including basements.
- 3) That carbon monoxide alarms devices are installed as per Section 73.1 of the Quogue Village Code adopting New York State Fire Code, which requires one for every floor of living space in the structure within 15' of rooms used for sleeping.

\_\_\_\_\_  
Original Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Original Notary Public Signature & Notary Seal