

# Village of Southampton

BUILDING DEPARTMENT  
23 Main Street  
Southampton, NY 11968

631-283-0247 Ext.146  
631-283-0247 Ext 147

## TENANT CERTIFICATE OF OCCUPANCY

**FEE: \$225.00**

**Please provide the following:**

1. Completed application form.
2. Provide a sketch, drawn to scale detailing the proposed layout of all rented spaces within the building along with a description of what each area will be used as.
3. Payment of \$225. Please make check payable to the **Village of Southampton**.

**Please review the following:**

- Any renovations, alterations or additions to the building or any alterations, modifications or newly installed Mechanical, Electrical, Plumbing or Fire Protection equipment requires a building permit.
- All **signs and awnings** require ARB approval prior to them being installed.

Name of Business: \_\_\_\_\_

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

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

Name of Business owner: \_\_\_\_\_

Business owner's phone number: \_\_\_\_\_

Business owner's email: \_\_\_\_\_

Property owner's name: \_\_\_\_\_

Property owner's phone number: \_\_\_\_\_

When will the Business be ready to open? \_\_\_\_\_

What type of business / services do you intend to provide: \_\_\_\_\_

\_\_\_\_\_

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**TAX MAP # 904-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **RECEIPT #** \_\_\_\_\_

**FM APPROVED:** \_\_\_\_\_ **CO# ISSUED:** \_\_\_\_\_