



# Village of Southampton

BUILDING DEPARTMENT

23 Main Street

Southampton, NY 11968

631-283-0247 ext 154

631-283-0247 ext 147

## CERTIFICATE OF OCCUPANCY OR TRANSFER OF PROPERTY REQUEST FORM

FEE: \$200.00

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

TAX I.D. # 904- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

NEW OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

THIS REQUEST MUST BE SUBMITTED WITH THE FOLLOWING INFORMATION:

1. SURVEY
2. SMOKE DETECTOR AFFIDAVIT
3. FEE

DESCRIPTION: (OFFICE USE ONLY)

N -  
S -  
E -  
W -