

**CITY OF NEWBURGH  
BUILDING INSPECTOR'S OFFICE**

123 Grand Street  
Newburgh, New York 12550

Phone: 569-7400  
Fax: 569-0096

**CERTIFICATE OF OCCUPANCY APPLICATION**

CO FOR:            BUILDING PERMIT: \_\_\_\_\_ CONVERSION: \_\_\_\_\_ OTHER: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_, 20 \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

**PROPERTY USE:**

COMMERCIAL: \_\_\_ Type of Use \_\_\_\_\_

RESIDENTIAL: \_\_\_ How Many Units \_\_\_\_\_

MIXED USE: \_\_\_ Type of Use \_\_\_\_\_

OWNER(S) NAME: \_\_\_\_\_

OWNER(S) ADDRESS: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**APPOINTMENT SET FOR THE FOLLOWING DATE AND TIME:**

**(DAY)                      (DATE)                      (TIME)**

**INSP FEE PAID: AMOUNT: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_**

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**FEES:**    SINGLE FAMILY, TWO FAMILY RESIDENTIAL                      \$120.00  
              THREE OR MORE FAMILY RESIDENTIAL                         \$360.00  
              COMMERCIAL OCCUPANCY     \$360.00  
              RESIDENTIAL ACCESSORY STRUCTURE/RESIDENTIAL ADDITION  
              ALTERATION OR REMOVATION                                         \$ 50.00  
              REINSPECTION FOR CERTIFICATE OF OCCUPANCY                     \$200.00

**PREPAYMENT OF ALL INSPECTION FEES IS REQUIRED**

\_\_\_\_\_ **WILL MEET INSPECTORS ON APPT. DATE**

Accompanying this application and before the issuance of a certificate of occupancy, there shall be filed with the Building Inspectors Office an affidavit of occupancy, there shall be filed with the building official an affidavit of the registered architect or licensed professional engineer who filed original plans, or of the registered architect or licensed professional engineer who supervised the construction of the work, or of the superintendent of construction who supervised the work and who, by reason of his experience, is qualified to superintend the work for which the Certificate of Occupancy is sought. This affidavit shall state that the deponent has examined the approved plans of the structure for which a Certificate of Occupancy is sought, that the structure has been erected in accordance with approved plans and as erected complies with the laws governing building construction except insofar as variation there from have been legally authorized. Such variations shall be specified in the affidavit.

**Signature of Applicant:** \_\_\_\_\_