



**BUILDING DEPARTMENT  
VILLAGE OF MONROE  
7 STAGE ROAD, MONROE, N.Y. 10950  
[www.villageofmonroe.org](http://www.villageofmonroe.org)**

		<small>(for office use only - rev 3/17)</small>	
<b>Application #:</b>	_____	<b>Date :</b>	_____
<b>Tax Map</b>	_____	<b>Fee Amount:</b>	_____
<b>Zone</b>	_____	<b>Check</b>	<input type="checkbox"/> #_____
<b>Property</b>	_____	<b>Cash</b>	<input type="checkbox"/>
<b>Address:</b>	_____	<b>Credit Card</b>	<input type="checkbox"/>
<b>Date Approved:</b>	_____		
<b>Disapproved:</b>	_____	<b>Inspector:</b>	_____

**APPLICATION FOR CHANGE OF OCCUPANCY PERMIT**

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Change of Occupancy Permit, pursuant to the New York State Building Construction Code for the Construction of Buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations. Upon approval of this application, the Building Department will issue a Permit to the applicant

*No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.*

**Applicant Information:**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Telephone

Applicant is:    Owner     Lessee     Agent     Architect     Engineer     Contractor

If applicant is a corporation, name, title and signature of duly authorized officer:

\_\_\_\_\_

**Property Information:**

Location of Property where occupancy will be: \_\_\_\_\_

**Property Owner** (if different from Applicant):                      Name: \_\_\_\_\_

Address: \_\_\_\_\_                      Tel. \_\_\_\_\_

Existing use and occupancy of property \_\_\_\_\_

Intended use and occupancy of property \_\_\_\_\_

**Detailed Description of Use/Business:**

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**FEES: \$100. All fees are to be paid at the time of application.**

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Consent of Property Owner if Applicant is not Property Owner:***

I, \_\_\_\_\_, am the owner in fee of the premises described in this application and have authorized \_\_\_\_\_ to make this application on my behalf.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**It is the applicant's responsibility to call the Building Department to schedule inspections during construction and for final Certificate of Occupancy upon completion.**

**(845) 782-8341 x31**