



**TOWN OF SOUTHOLD – BUILDING DEPARTMENT**

Town Hall Annex 54375 Main Road P. O. Box 1179 Southold, NY 11971-0959

Telephone (631) 765-1802 Fax (631) 765-9502 <https://www.southoldtownny.gov>

<b>APPLICATION FOR PRE-EXISTING CERTIFICATE OF OCCUPANCY</b>	
<b>OWNER(S) OF PROPERTY:</b>	
Name:	Date:
Physical Address:	SCTM# 1000-
Phone #:	Email:
Mailing Address:	
<b>CONTACT PERSON:</b>	
Name:	
Mailing Address:	
Phone #:	Email:

To apply for a Pre C.O. for an existing building (prior to April 9, 1957) provide the following:

- Accurate Survey
- Floor Plan
- \$100 Fee

**CONSENT TO INSPECTION**

That the undersigned does hereby give consent to the Building Inspector of the Town of Southold to enter upon the above described property, including any and all buildings located thereon, to conduct such inspections as they may deem necessary with respect to the aforesaid application, including inspections to determine that said premises comply with all of the laws, ordinances, rules and regulations of the Town of Southold.

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Date

**PROPERTY OWNER AUTHORIZATION**

(Where the applicant is not the owner)

I, \_\_\_\_\_ residing at the above address, do hereby authorize

\_\_\_\_\_ to apply on my behalf to the Town of Southold Building Department for approval as described herein.

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Date