

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

APPLICATION FOR NEW TENANT CERTIFICATE OF OCCUPANCY

No building shall be used or occupied in whole or part unless or until a Certificate of Use or a Certificate of Occupancy, as appropriate, shall have been issued by the Building Inspector of the Village of Montebello and then only in conformity with said certificate.

No change shall be made in the use of occupancy of a building or structure unless a Certificate of Occupancy authorizing the changes and use shall have been issued. a change in use shall include, but not be limited to, a change in or of the type, class, nature or scope of goods and services or operation.

INSTRUCTIONS:

Submit: Two copies of scaled drawings of premises to be occupied, including office, work areas, storage areas, and entrance and exit locations.

Submit: List any hazardous or combustible liquid liquids, gases or materials used or stored and methods of storage and disposal.

COMPLETE:

NAME OF BUSINESS

ADDRESS OF BUSINESS

BUSINESS OWNERS NAME

PHONE NUMBER

EMERGENCY CONTACT NUMBER

TYPE OF BUSINESS

BUSINESS MAILING ADDRESS IF DIFFERENT FROM ABOVE

PROPERTY OWNER ADDRESS

PROPERTY OWNER PHONE NUMBER

SECTION/BLOCK/LOT

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AFFIDAVIT OF OWNERSHIP

_____ Being duly sworn, deposes and says

That he resides at/owns _____

In _____, County of _____

State of _____, that he is the owner in fee of all that certain

lot, piece or parcel of land situated, lying and being in the Village of

Montebello, New York.

Aforesaid and designated as Section No. _____, Lot No. _____

Of the Village of Montebello Tax Map and that hereby authorizes in his

behalf the filing of an application for a Building Permit and/or Certificate of

Occupancy, and that the statements of fact contained in said application are

true.

Signature of owner

Date Signed

Subscribed and sworn to before me
this _____ day of _____ 20____.

(Notary Public)

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AFFIDAVIT OF TENANT

_____ Being duly sworn, deposes and says

That he resides at _____

In _____, County of _____

State of _____, that he is the owner in fee of all that certain

lot, piece or parcel of land situated, lying and being in the Village of

Montebello, New York.

Aforesaid and designated as Section No. _____, Lot No. _____

Of the Village of Montebello Tax Map and that hereby authorizes in his

behalf the filing of an application for a Building Permit and/or Certificate of

Occupancy, and that the statements of fact contained in said application are

true.

Signature of Tenant

Date Signed

Subscribed and sworn to before me this _____ day of _____ 20____.
_____ (Notary Public)