

Village of Brewster

50 Main Street
Brewster, New York 10509
845-279-3760 Fax 845-278-7653

Certificate # _____

APPLICATION FOR TENANT CERTIFICATE OF OCCUPANCY

Please submit the following documentation attached with your application to the Village of Brewster Building Department:

1. All interior renovations or alterations require a building permit application – application must include a scale drawing of area layout this includes {square footage, seating, chairs, tables, desks, counters, bathrooms, exits, number of stories, basement, attic, customer flow and occupancy load and type of business}.
2. All electrical alterations, additions and modifications require a licensed electrician to apply for a permit with the Putnam County Electrical board.
3. All signs and awnings require a Building Permit to be filed and approved prior to installation.
4. Fire Inspection by the Village of Brewster Code Enforcement Office will be required.
5. Tenant has to provide a copy of D.B.A. and licenses or certifications that is required to operate their proposed commercial establishments.
6. Property owners notarized consent form.
7. All building permits and county, electrical, gas and Department of Health permits are required to be closed and finalized prior to the issuance of a Certificate of Occupancy.

Please Note: Our Village Code, Section 263 Article XII provides that it shall be unlawful to use or occupy any building without the benefit of a Certificate of Occupancy.

FEE: \$50.00 DATE: _____

TENANT: _____

LOCATION OF PROPERTY: _____

OWNER OF BUILDING: _____

INTENDED USE OF PROPERTY: _____

TAX MAP # _____ - _____ - _____ PHONE # _____

Attach all required items to this application form.

Please be advised that a Certificate of Occupancy must be issued in the name of the TENANT if you are renting property in the Village of Brewster.

Date Received: _____

ISSUED: _____

Joe Hernandez William Scorca
Building Inspector, Code Enforcement Officer