



Established 1929

**INCORPORATED VILLAGE**

**OF PLANDOME HEIGHTS**

**37 ORCHARD STREET-MANHASSET, NY 11030**  
P.O. Box 1384, Manhasset, New York 11030  
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**APPLICATION FOR CERTIFICATE OF COMPLETION/OCCUPANCY**

Applicant/Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Ph. #: \_\_\_\_\_ Cell #: \_\_\_\_\_

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I, \_\_\_\_\_, owner/agent for the property located at:

\_\_\_\_\_ in the Incorporated Village of Plandome Heights  
Street Address

known as: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s) \_\_\_\_\_,

hereby submit this application for a certificate of completion/occupancy for the building referred to above relating to construction in connection with:

BUILDING PERMIT NO: \_\_\_\_\_ DATED: \_\_\_\_\_

**AFFIDAVIT OF FINAL COST OF CONSTRUCTION:** Final Cost: \$ \_\_\_\_\_

I, as owner, hereby certify and agree as follows (a) that the building to be converted by the Certificate of Completion/Occupancy applied for herewith was constructed, altered or repaired in accordance with the approved plans and specification without any modification thereto except minor "field adjustments", the ordinances and Laws of the Village of Plandome Heights, and the New York State Uniform Prevention and Building Code; and (b) that all the information pertaining to this Application, including construction costs listed above, are accurate and have not been falsified or altered in any way. I understand that this application is subject to audit by the Village for proof of construction costs, Certificate of Completion/Occupancy from municipal agencies, etc, and should any discrepancies be found same will invalidate any Certificate of Completion/Occupancy so issued.

OWNER SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

(Notary Public, County of \_\_\_\_\_)

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**VILLAGE OFFICE USE ONLY**

Final survey dated: \_\_\_\_\_ Electrical Inspection Certificate: \_\_\_\_\_

I have examined this application and hereby agree to issue a Certificate of Occupancy. Additional

Building Permit Fee of \$ \_\_\_\_\_ required.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Building Inspector