



TOWN OF SHELTER ISLAND
Building Department
38 North Ferry Road, P.O. Box 970
Shelter Island
New York 11964
Office: 631-749-0772

Date: _____

Certificate of Occupancy Request Form

SCTM #: _____

Homeowner(s) _____

Property Address _____

Submit the following with your request:

1. Copy of the current survey with all structures on premises
2. Renewal application for any open/outstanding Building Permit and fee due
3. Date requested for site/building inspection _____
(There is no charge for First Walk Through)

Signature of property owner(s) _____

Please be advised that all smoke/CO alarms, pool gates, etc. must be operating and meet current code requirements prior to any requested inspections. If you have any questions regarding these requirements call or come in prior to first walk through. Any additional re-inspections required will be charged a \$75.00 re-inspection fee, payable **before** the re-inspection is scheduled.