



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

Date: _____

Please Note: The fee for copies & OR scans are 25 cents per page except uncertified Certificates are \$1.00 each. . Please allow a MINIMUM OF THREE (3) BUSINESS DAYS FOR THE PROCESSING OF YOUR REQUEST. THANK-YOU.

Document & Research Request Form

SCTM # _____

Homeowner(s) _____

Property Address _____

Documents Requested: (Please Check)

Survey _____ (25cents each)

Survey with well & septic locations _____

Unsigned Certificate of Occupancy-or Compliance _____ (\$1.00 each)

(Signed copies-costs up to \$75.00)

Open Building Permits _____

Pull Plans for View Only _____

Plans Photographed Must have letter from property owner only _____

Letter of compliance for vacant land _____

Other _____

UPON COMPLETION OF THIS REQUEST PLEASE CONTACT: (PLEASE PRINT)

NAME: _____

PHONE: _____ EMAIL: _____