



City of Elmira
 Inspection Services Department
 Phone: (607) 737-5653
 http://www.cityofelmira.net

101 W. Second St.
 Elmira, NY 14901
 Fax: (607) 733-5235

Application for a Certificate of Occupancy

Date _____

To the Superintendent of Buildings, Elmira, New York:

Having complied with the provisions of Section 8-24 of the Code of Ordinance of the City of Elmira with respect to the filing of any necessary plans and specifications, I hereby apply for a Certificate of Occupancy as required in Sections 800.4, Appendix B, 8-28 and 8-29 of the Code of Ordinances of the City of Elmira and the New York State Fire Prevention and Building Code to apply to the following described premises:

Located at _____
Address

The dimensions, shape and location of the existing and proposed buildings or structures with their extensions and projections thereon are as shown on the plans, drawn to scale, submitted herewith and made a part of this application.

If to be used for manufacturing or business purposes, state exact nature thereof. If to be used for residential purposes, state the number of families. In either case, give full particulars respecting each building or structures. If only part of the premises is to be used and the Certificate is desired for only that part, state exactly what is desired.

It is proposed to occupy or use the premises, buildings or structures or parts thereof for the following purpose:

The buildings or structures now on the lot are used for the following purposes:

The heights of the main and accessory buildings or structures are as follows:

The premises, which are subject to this application, are owned by:

Name and Address of individual to whom this certificate is to be issued to:

I will contact the Inspector to schedule this inspection: YES NO

Inspector please contact _____ at _____ to schedule inspection.

I hereby certify that the above statements and data are correct and true to the best of my knowledge and belief.

Signed _____

Permit Fees:	Change of Occupancy - no construction	\$50.00
	Conditional	\$50 .00
	New Certificate with construction	
	Cost less than \$100,000	\$50.00
	Cost \$100,001 to \$500, 000	\$100.00
	Cost \$500,001 to \$1,000,000	\$150.00
	Cost more than \$1,000,000	\$250.00