VILLAGE OF SCOTIA

BUILDING AND CODE ENFORCEMENT DEPARTMENT
4 N. Ten Broeck St.
Scotia, New York, 12302

APPLICATION FOR CERTIFICATE OF OCCUPANCY AND/OR ZONING STATUS CERTIFICATION/BDS

I hereby request the following records from the Village of Scotia:

_____

_____

_____

_____

_____

This request is being made for commercial purposes; sale/loan or mortgage related Yes No

Other reason: _____

Name of requestor (print): _____

Name of Business Affiliation exp. Esq, Title Co. etc.: _____

_____

Mailing address (return address): _____

City/State/Zip code: _____

Telephone: _____

Email address: _____

A hardcopy of letter will be USPS mailed.

_____ _____

Date Requestor Signature

If available a copy of the Certificate of Occupancy, will be attached, if one is available.

There is a $25.00 fee, set by the B.O.T.

Stamp paid

Here

** Submit application to Village Clerk's Office. *A FOIL request will need to be made within the Village Clerk's Office (Records Dept.), if copies of any found code violations and/or Building Permit information, is requested in-addition to this application.*