

VILLAGE OF WESLEY HILLS

432 Route 306

Wesley Hills, N.Y. 10952-1221

Phone: 845-354-0400 Fax: 845-354-4097 www.wesleyhills.org

APPLICATION FOR NEW TENANT CERTIFICATE OF OCCUPANCY

No building shall be used or occupied in whole or part unless or until a Certificate of Use or a Certificate of Occupancy, as appropriate, shall have been issued by the Building Inspector of the Village of Wesley Hills and then only in conformity with said certificate.

No change shall be made in the use of occupancy of a building or structure unless a Certificate of Occupancy authorizing the changes and use shall have been issued. a change in use shall include, but not be limited to, a change in or of the type, class, nature or scope of goods and services or operation.

INSTRUCTIONS:

Submit: Two copies of scaled drawings of premises to be occupied, including office, work areas, storage areas, and entrance and exit locations.

Submit: List any hazardous or combustible liquid liquids, gases or materials used or stored and methods of storage and disposal.

COMPLETE:

NAME OF BUSINESS

ADDRESS OF BUSINESS

BUSINESS OWNERS NAME	PHONE NUMBER	EMERGENCY CONTACT NUMBER
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TYPE OF BUSINESS

BUSINESS MAILING ADDRESS IF DIFFERENT FROM ABOVE

PROPERTY OWNER

PROPERTY OWNER ADDRESS

PROPERTY OWNER PHONE NUMBER

SECTION/BLOCK/LOT

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AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK}
COUNTY OF ROCKLAND} SS:
VILLAGE OF WESLEY HILLS}

_____ being duly sworn, deposes and
says that he/she resides at _____

_____ in the County of Rockland, State of New York; that he/she is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Village of Wesley Hills, and designated on the Town of Ramapo Map as Section No. _____ Lot No. _____ and that he/she hereby authorizes the attached application to be submitted in his/her behalf and that the statements of fact contained in said application are true.
The applicant is the (owner) (contract vendee) of the said property.

Owner: _____

Address: _____

Sworn to before me this

_____ day of _____ 20____

Notary Public

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AFFIDAVIT OF TENANT

STATE OF NEW YORK}
COUNTY OF ROCKLAND} SS:
VILLAGE OF WESLEY HILLS}

_____ being duly sworn, deposes and
says that he/she resides at _____

_____ in the County of Rockland, State of New York; that he/she is the tenant in fee of all that certain lot, piece or parcel of land situated, lying and being in the Village of Wesley Hills, and designated on the Town of Ramapo Map as Section No. _____ Lot No. _____ and that the statements of fact contained in said application are true. The applicant is the tenant of the said property.

Tenant's Signature: _____

Address: _____

Sworn to before me this

_____ day of _____ 20____

Notary Public