



Building Department
Village of Port Chester
222 Grace Church Street
Port Chester, New York 10573

Kevin Donohue
Building Inspector

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RECORDS SEARCH REQUEST

CERTIFICATE OF OCCUPANCY, PERMIT(S), STOP WORK ORDER(S), OPEN VIOLATIONS & ZONING DISTRICT VERIFICATION

Applications will not be processed without payment being received, Tax Map ID being filled out (available from assessor's office at (914-939-3075), and current occupancy being indicated. Payment of \$200.00 by check or money order to the Village of Port Chester for each tax parcel ID is required for this application to be accepted.

REQUESTORS / CONTACT PERSON (Recipient's Info)

* Requestor / Contact Name: _____

Company Name: _____

*Address: _____

* City: _____ State: _____ Zip: _____

* Phone: _____ Fax: _____

*E-mail: _____

LOCATION / PROJECT / SITE INFORMATION:

*Tax Map ID: Section _____ Block _____ Lot _____

* Address of property : _____

*Current Use or Occupancy: _____

Comments/Requests/Specific Inquiries: _____

**" Indicates required field