



**VILLAGE OF SAG HARBOR
BUILDING DEPARTMENT**
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SAG HARBOR, N.Y. 11963
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**APPLICATION FOR RE-ISSUANCE OF
CERTIFICATE OF OCCUPANCY**

DEPARTMENT USE ONLY
FEE: \$150.00
DATE PAID: _____

TAX MAP NUMBER: _____ - _____ - _____ PROPERTY LOCATION: _____
DISTRICT SECTION BLOCK LOT LEGAL STREET ADDRESS

PROPERTY OWNER: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____

SURVEY DATE: _____ (PLEASE ATTACH ORIGINAL SURVEY NO MORE THAN 1 YEAR OLD)

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____

HABITABLE BASEMENT: YES NO HABITABLE ATTIC: YES NO

GARAGE: ATTACHED DETACHED HABITABLE GARAGE: YES NO

CHECK ALL THAT ARE APPLICABLE AND FURNISH SQUARE FOOTAGE OF EACH:

- WOOD DECK(S): _____ SQ.FT PATIO/TERRACE(S): _____ SQ.FT
- SHED(S): _____ SQ.FT CABANA: _____ SQ.FT
- SWIMMING POOL: _____ SQ.FT SPA/HOT TUB: _____ SQ.FT
- DOCK: _____ SQ.FT BULKHEAD: _____ LIN.FT
- OTHER (DESCRIBE): _____

PLEASE CHECK ONE BOX FOR EACH QUESTION BELOW, YES OR NO. DO NOT ADD COMMENTS.

- THERE IS A SMOKE ALARM INSTALLED IN EVERY ROOM THAT MAY BE USED AS A BEDROOM: YES NO
- THERE IS A SMOKE ALARM INSTALLED IMMEDIATELY OUTSIDE EVERY BEDROOM¹: YES NO
- THERE IS A SMOKE ALARM INSTALLED ON EVERY FLOOR OF THE RESIDENCE²: YES NO
- ALL SMOKE ALARMS ARE EITHER BATTERY-POWERED OR HAVE BATTERY BACKUP: YES NO
- A CARBON MONOXIDE ALARM IS INSTALLED ON THE LOWEST LEVEL UPON WHICH PEOPLE SLEEP: YES NO

IF A SWIMMING POOL OR HOT TUB WITHOUT LOCKING COVER ARE PRESENT, PLEASE COMPLETE THE FOLLOWING:

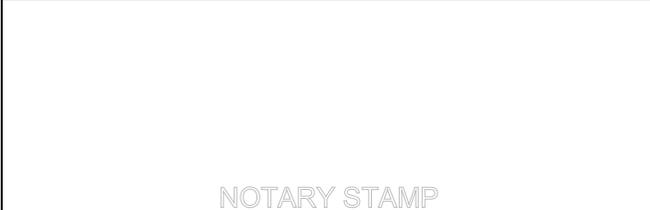
- ALL PEDESTRIAN GATES IN POOL ENCLOSURE SELF-CLOSE TO LATCHING: YES NO
- ALL POOL GATE LATCHES ARE ON THE POOL SIDE OF THE ENCLOSURE: YES NO
- ALL PEDESTRIAN GATES IN POOL ENCLOSURE SWING AWAY FROM THE POOL: YES NO
- THERE ARE DOORS FROM THE RESIDENCE THAT LEAD DIRECTLY INTO THE POOL ENCLOSURE: YES NO
- THE POOL IS EQUIPPED WITH A POOL ALARM (EG WAVE DETECTOR)³ YES NO

¹ MULTIPLE BEDROOMS MAY BE PROTECTED BY A SINGLE SMOKE ALARM IN THE HALLWAY, DEPENDING ON THE LOCATION. THIS DOES NOT RELIEVE THE OWNER OF THE REQUIREMENT TO INSTALL A SMOKE ALARM INSIDE EACH ROOM THAT MAY BE USED FOR SLEEPING.
² EXCLUDING CRAWL SPACES AND UNFINISHED ATTICS
³ POOLS CONSTRUCTED AFTER DECEMBER 1, 2006 MUST HAVE A COMPLIANT POOL ALARM

SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____
SIGNATURE OF APPLICANT OR AGENT

SIGNATURE OF NOTARY

NOTARY PUBLIC _____ COUNTY



NOTARY STAMP

SIMPLIFIED INSTRUCTIONS FOR AN UPDATED CERTIFICATE OF OCCUPANCY

These instructions are not intended to be a replacement for the strict wording of the code. In all instances the Property Maintenance Code of New York shall apply, regardless of the instruction (or lack thereof) contained in this document.

1. There shall be a smoke alarm installed in any room that may be used for sleeping purposes. Please note “every room that *may* be used for sleeping purposes.” If your home office or any other room may be used for sleeping purposes, you must install a smoke alarm. It does not matter how old your home is or how many other smoke alarms you may have in the home. Every room that may be used for sleeping purposes shall have a smoke alarm installed in it.
2. There shall be a smoke alarm installed outside every room that may be used for sleeping purposes. The smoke alarm must be installed in the immediate vicinity of the sleeping area (a good rule of thumb is within 15 feet of the bedroom door). If you have bedrooms at opposite ends of the home you will typically have smoke alarms in the hallways at each end of the home. It does not matter how old your home is or how many other smoke alarms you have in the home. Every sleeping area shall be protected by a smoke alarm located outside of the room, in the immediate vicinity of the room.
3. Every floor of the home shall have a smoke alarm. It does not matter if you have no rooms used for sleeping on the first floor, you must install a smoke alarm on the first floor. If you have a basement you must install a smoke alarm in the basement. Smoke alarms are not required in crawlspaces nor in unfinished attics.
4. Smoke alarms must be installed in accordance with the manufacturer’s instructions. The instructions are packaged with the unit, please familiarize yourself with them prior to installing the alarm. There are specific minimum distances from walls, ceiling fans and HVAC registers. There are specific installation locations for vaulted ceilings.
5. Smoke alarms must be installed with appropriate mounting hardware, namely screws. Do not install smoke alarms with double-sided tape. Do not install smoke alarms with Velcro. Do not hang smoke alarms on a picture hook.
6. Smoke alarms must be maintained in an operable condition in accordance with the manufacturer’s instructions. If smoke alarms are emitting a low-battery chirp upon inspection, you will fail inspection. You must replace batteries at the intervals specified by the manufacturer.
7. Smoke alarms may be battery powered or hard-wired with battery backup. There is no requirement to hard-wire smoke alarms in a pre-existing residence.
8. At least one carbon monoxide alarm must be provided. The carbon monoxide alarm may be battery powered, hard-wired (replacing an existing hard-wired smoke alarm with a new combination smoke and carbon monoxide alarm is acceptable), or plug-in type. The carbon monoxide alarm must be located on the lowest level upon which people sleep. If there is sleeping in the basement, the carbon monoxide alarm must be in the basement. If there is sleeping on first floor and second floor (but not in the basement), the alarm must be installed on the first floor. If there is sleeping only on the second floor, the alarm would be installed on the second floor.
9. All stairways and decks over 30” above grade or the floor below must be furnished with compliant guards. This includes basement and exterior (eg porch and deck) stairs. Guards are designed to keep people (read: children) from falling off of stairs and may be comprised of walls, balustrades or any other compliant method. Guards are not the same as handrails. Guards are at least 36” high. A 4” sphere may not pass between any components of the guard (ie balusters). If you have only a handrail on the open side of a stair, the stairway will fail inspection (you have no guard, you have a handrail). If you have a deck with three horizontal members forming the guard, typically a 4” sphere will pass between the members (this guard does not comply). It does not matter how old

your home is or when the stairs were built. All stairs over 30" high shall be provided with compliant guards, including basement and exterior stairs.

10. All stairways with 4 or more risers shall be provided with compliant handrails. This includes basement and exterior (eg porch and deck) stairs. If you have 3 treads you will have 4 risers (the fourth rise is from the tread to the landing or floor above). Handrails must be mounted between 32 and 36 inches above the nose of the tread. Handrails must be securely fastened to the building. Handrails must be graspable.
11. All electrical equipment must be maintained in a safe manner. You must have appropriate cover plates on all junction boxes, switches and receptacles. Wires must be properly supported, not dangling from the ceiling. There must not be any missing knockouts or circuit breaker spaces in the electrical panel (openings must be filled in an appropriate manner approved by the manufacturer, not electrical tape).
12. Swimming pools must comply with the current swimming pool enclosure regulations. It does not matter how old your swimming pool is.
 - a. Gates must open out, AWAY from the swimming pool.
 - b. Latches must be on the INSIDE of the swimming pool enclosure OR at least 54" above the ground.
 - c. If the latch is less than 54" above grade, there may not be any openings greater than ½" in the gate or fence within 18" of the latch. The purpose is to prevent children from reaching through the fence or gate and opening the latch. If you have a picket fence adjacent to the latch where the space between the pickets is over ½" wide, the latch will fail inspection. You are permitted to make the fence and/or gate solid by affixing plexiglass, plywood, hardware cloth or any other method that reduces the openings to less than ½". If you have more than ½" between the gate and the post to which it latches, you will fail inspection. In all cases you may comply by installing the latch at least 54" above grade, in which case this provision does not apply.
 - d. Gates must self-close to LATCH from ANY open position. If the gate is swung to the full open position and closes with such force that the gate slams into the post and bounces open (failing to latch), the gate fails. If the gate is opened just enough to allow a person to pass through and does not close with enough force to latch, the gate fails inspection. If the gate drags on the ground and fails to latch, it fails inspection.
 - e. The enclosure (fence) must be at least 48" high and in good condition. If a tree has bent the fence down or a deer has bent the fence over, the fence fails inspection. There may not be any holes in the fence through which a 4" sphere can pass. Such gaps are usually found where the fence meets another structure, such as a house.
 - f. There may not be more than a 2" gap below the fence, regardless of the topology of the parcel.
 - g. Openings from the house directly into the swimming pool enclosure must be protected. Typically these openings (doors) are protected with a listed alarm. Alarms MUST BE LISTED TO UL2017. The UL listing will be clearly indicated on the packaging. Do not purchase an alarm unless it bears the UL listing.
13. Lastly, the home and exterior area must be in good repair.