



## **Town of Riverhead Building Department**

**4 W Second Street, Riverhead, New York 11901**

**(631) 727-3200 Ext. 213**

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

### **DUPLICATE CERTIFICATE OF OCCUPANCY/ LETTER OF PRE-EXISTING USE**

1. One (1) page Duplicate CO / LPEU application;
2. Two (2) surveys showing all current structures on premises;
3. Owner's Affidavit, if different from applicant;
4. Fee is \$300 per signed Letter of Pre-Existing Use or \$200 per signed Duplicate Certificate of Occupancy and is **non-refundable per §217-12**;
5. Inspection is required of the entire parcel. Please schedule upon remittance of application and fee.  
Supporting historical documentation for LPEU applications is always appreciated.

**Please note: The processing of application begins when all applicable forms are received and the fee is paid.**



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### **DUPLICATE CERTIFICATE OF OCCUPANCY/ LETTER OF PRE-EXISTING USE**

Date: \_\_\_\_\_

SCTM#0600-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Approved By: \_\_\_\_\_

Receipt No. \_\_\_\_\_

I, \_\_\_\_\_, owner of or agent for the owner of, am requesting a Duplicate Certificate of Occupancy or a Letter of Pre-Existing Use for the listing below. I have a survey depicting all current structures on the property and the fee of \$200 per signed duplicate CO or \$300 per signed LPEU. I understand that an inspection is required of the entire property and throughout all buildings and structures present on the property. Further, I understand that any building or structure found on the property that does not have an issued Certificate of Occupancy or Certificate of Compliance and found to have been constructed after 1965, may require building permits and is subject to building codes and zoning of the Town of Riverhead.

Applicant: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

SCTM # 0600-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Contact Phone and Address: \_\_\_\_\_

Smoke detectors and carbon monoxide detectors are invaluable life safety devices. The Town strongly advocates for the installation of these devices. The Residential Building Code of New York State requires that these alarms be installed whenever repairs or alterations are made to existing buildings, or for new additions. Please be aware inspections in connection with this application may result in requiring fire safety devices to be installed.

Sworn before me on this day \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public