



Town of Riverhead Building Department

201 Howell Avenue, Riverhead, New York 11901

(631) 727-3200 Ext. 213, 268, 266, 283

Fax: 631-208-8039

Leroy E. Barnes, Jr.

Building Department Administrator

Sharon E. Klos
Building Permits Coordinator

Richard E. Gadzinski
Electrical Inspector

Jack Wherry
Inspector

Richard P. Podlas
Building Inspector

Mark Griffin
Inspector

Required information to obtain a duplicate Certificate of Occupancy and/or a Letter of Pre-existing use.

1. Survey showing all current structures on premises.
2. Suffolk County Tax Map number of parcel.
3. Name and address of current owner.
4. Phone number of someone to contact during working hours.
5. Smoke detector/Carbon Monoxide detector affidavit must be completed, signed and notarized.
6. Information sheet must be completed.
7. The fee is \$150.00 per signed Certificate of Occupancy and/or Duplicate Certificate of Occupancy.
8. It takes four (4) or five (5) working days to complete the search.

**Town of Riverhead
Suffolk County, New York**

Duplicate Certificate of Occupancy and/or a Letter of Pre-Existing Use

Date: _____ TM# _____ - _____ - _____
Approved By: _____ Fee: _____ Receipt No. _____

I am requesting a letter or pre-existing use and/or duplicate Certificate of Occupancy for the listing below I am requesting it for the following reason:

Information listed is to determine if a Smoke detector affidavit is required:

- Sale of property
- Refinance of property
- For my own records
- Section 8 housing requirements
- For rental use

Name of person who is requesting information _____

Property owners name _____

Location of property _____

Suffolk County Tax Map Number: Section: _____ Block: _____ Lot: _____

Telephone number of someone we can contact during working hours:

Signature of Applicant

Sworn before me on this day _____

of _____ 20____.

Notary Public

