

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

# TOWN OF SOUTHAMPTON



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## PROPERTY SEARCH REQUEST\*

**A PROPERTY SEARCH MUST BE REQUESTED WHEN NO CERTIFICATE OF OCCUPANCY FOR THE PRINCIPAL DWELLING IS ON FILE**

**\*Property Search \$25.00 Fee**

Date of Request: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Suffolk County Tax Map Number: 473689- \_\_\_\_\_ . \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

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

File requested by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Results to be mailed to: \_\_\_\_\_

**For Office Use only:**

Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Govern checked for records by: \_\_\_\_\_ Search sent to Records Mgmt. by: \_\_\_\_\_  
(Building Division) (Building Division)

\*If the property search results in no records being found and there are structures on the property, the structures were either built after 1957 without a building permit or the structures may have been built prior to 1957 when permits were not required. (permits were not required until October 14, 1957 when the Building and Zoning Code came into effect.) If the structures were built after 1957 without a building permit, it is necessary to file a building permit application to legalize the structures. If the structures were built before October 14, 1957 you may file an application for a pre-existing certificate of occupancy.