

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 Fee Based on Current Fee Schedule**

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.