

## **TOWN OF FALLSBURG CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc



5250 MAIN STREET  
SOUTH FALLSBURG  
NEW YORK 12779  
(845) 434-8811  
FAX:(845) 434-0791

Date \_\_\_\_\_

**Requestor:**

Email address: \_\_\_\_\_

Premises: \_\_\_\_\_

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

SBL#:

## MUNICIPAL REQUEST FORM

Please provide our office with the following on the above mentioned premises:

\_\_\_\_\_ Provide copies of all Certificate of Occupancy, Compliance, and/or Completion plus all information regarding any subsequent permits pertaining to the legal occupancy, and indicate if Certificates are required.

\_\_\_\_\_ Street maintained by State, County, City, Town, Village or Private

\_\_\_\_\_ Pending Violations on file

\_\_\_\_\_ Utility billing account request. Please provide water/sewer/Garbage account information on the following properties. Please include account number, period covered, billed amount, due date, payment status and any penalties thru \_\_\_\_\_. **There is a \$25.00 additional fee** if you are requesting this information. Please do not call the utility billing office directly as these requests will be handled through this office **ONLY**.

The fee for Residential municipal searches is \$100.00. Commercial searches have a fee ranging from \$200.00 to \$400.00. Please contact our office prior to submitting your request for a municipal search for the correct fee amount. Please make your check payable to the Town of Fallsburg. **Please remember to include an additional \$25.00 if you are requesting information on utility billing.**

Please make sure to provide a carbon monoxide and smoke detector affidavit with every search.