

**TOWN OF FALLSBURG
CODE ENFORCEMENT OFFICE**

MEMBER:
New York State Building Officials Conference Inc.



Town of Fallsburg
P.O. Box 2019, 5250 Main Street
South Fallsburg, New York 12779
(P) (845) 434-8811
(Fax) (845) 434-0791
www.townoffallsburg.com

DATE: _____

REQUESTER: _____

EMAIL ADDRESS: _____

PREMISES: _____

OWNER: _____

SBL#: _____

MUNICIPAL REQUEST FORM

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

_____ Provided 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 states and any penalties thru _____.

There is an additional \$25.00 fee for requesting Utility Billing Account Information. Please do not call the Utility Billing Office directly as these requests will be handled through the code enforcement office **ONLY**.

The fee for Residential Municipal Searches is \$100. Commercial Searches range from \$200 to \$400.

Please contact the building department prior to submitting your request for a municipal search for the correct fee amount. Please make checks payable to the Town of Fallsburg. Please include an additional \$25.00 if you are requesting Utility Billing Account information.

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

Email : codeclerk2@fallsburgny.com