

**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](http://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](mailto:codeclerk2@fallsburgny.com)