



# Town of Brookhaven Long Island

## **LETTER OF CORRECTION REQUESTS FOR CERTIFICATES OF OCCUPANCY, CERTIFICATES OF COMPLIANCE, CERTIFICATES OF ZONING COMPLIANCE AND CERTIFICATES OF EXISTING USE**

1. Submit a letter explaining the problem with the Certificate.
2. Copy of the certificate(s) in question and copies of all other certificates on the subject property.
3. Copy of tax bill.
4. Submit a current survey. The survey must be complete, legible and to scale. Do not reduce or enlarge the survey.
5. Photographs of all structures on property including structure in question. (photos of all sides required)
6. Complete and sign the attached "Certificate of Structures" form.
7. Submit a check for the fee of \$99.36 payable to the Town of Brookhaven.

**STANDARD PROCESSING TIME IS APPROXIMATELY 4 – 6 WEEKS**

[www.brookhavenny.gov](http://www.brookhavenny.gov)  
Click on "View the Town Code"

1-2020

Building Division  
Beth Reilly, Esq., Commissioner  
Tara McLaughlin, Deputy Commissioner  
Angus Graham, Chief Building Inspector  
One Independence Hill, Farmingville, NY 11738 • Phone 631-451-6333 • Fax 631-451-6341



# Town of Brookhaven Long Island

## Certification of Structures

3-2019

Must be completed by the owner for:

\*Suffolk County Tax Map Number: 0200 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Item Number: \_\_\_\_\_

\*Suffolk County Tax Map Number and Item Number can be found on your Tax Bill

Please check below all structures or improvements currently located on the property. In order to receive a Certificate of Occupancy or equivalent for the proposed work all structures and/or improvements must be certified by the Town of Brookhaven.

	Primary Structure (e.g. main house)
	Detached Garage
	Garage Conversion
	Barn
	Apartment
	Swimming Pool/Hot Tub
	Greenhouse
	Finished Basement
	Outside Basement Entrance
	Fireplace(s)
	Porches/Screened Porches
	Wood Platforms/Ramps
	Fence(s)
	Gazebo(s) How many?
	Shed(s) How many?
	Deck
	Addition
	Modification
	Other
	Covenants or Restrictions such as Clearing Limits or Natural Buffers
	Sports Court
	Outdoor BBQ area/Outdoor Kitchen

I do hereby certify that all statements made by me in this certification of structures are true and correct to the best of my knowledge, information and belief, further, I understand that in the event that I have knowingly and willfully made any false statements, I will be liable for punishment in accordance with all applicable laws and statutes.

Owner Name: (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Mailing Address, if different: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_