



**TOWN of GREENBURGH  
DEPARTMENT OF BUILDINGS**

177 Hillside Avenue, Greenburgh, New York 10607  
 (914) 989-1574 Fax (914) 989-1573  
[www.GreenburghNY.com](http://www.GreenburghNY.com) email: [building@greenburghny.com](mailto:building@greenburghny.com)

**BUILDING RECORD REQUEST**

**\*This form is used only for building department record requests only\***

**PLEASE CLEARLY PRINT ALL INFORMATION**

Applicant Name: \_\_\_\_\_ Representing: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

<b><u>CHECK RECORDS REQUESTED</u></b>		<b>*OFFICE USE ONLY*</b>	
		<b>Count</b>	<b>Total Fee</b>
<b>List of all certificates issued and open permits - NO FEE</b>			
<b>List of active violations (if any) - NO FEE</b>	<b>ACTIVE</b>	<b>NONE</b>	
<b>Certificates of occupancy/completion (\$10/Certificate)</b>			
<b>Property Survey</b>			
<b>Building Plans - An original letter of authorization from property owner is required to obtain copies of interior floor plans</b>			
<b>Copies of ALL building permits (or list specific permits below)</b>			
<b>Copies of ALL active violations</b>			
	<b>ACTIVE</b>	<b>NONE</b>	
<b>Other records requested:</b>	<b>Total Due</b>	<b>\$</b>	

You will be contacted within five business days of the receipt of this request advising you that: the requested records are available; or the request has been denied (a written explanation will be provided); or the search will require more time to grant/deny (time required to complete search will be provided)

**Record Copy Fees:** 0.25/ page letter or legal size; \$1/page 11" x17"; \$7/page over 11" x 17"; Certificates of occupancy or completion \$10/certificate. Electronic records may be requested if available.

Copies of records can be paid by check, money order or credit card (Visa, MasterCard or Discover) – no cash

**If you have additional questions about a building or property please email  
[building@greenburghny.com](mailto:building@greenburghny.com) .**

Frank Morabito, Building Inspector