

Mollie Messenger

Code Enforcement Officer

**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.