

# DEPARTMENT OF CODE ENFORCEMENT

VILLAGE OF STILLWATER, NEW YORK

1 School Street P.O. Box 507  
Stillwater NY, 12170-0507

## REQUIRED ACTIONS BY PROPERTY OWNER FOR A CHANGE OF OCCUPANCY CHECK LIST

<b>STEPS TO TAKE FOR A CHANGE OF OCCUPANCY</b>		
<b>STEPS TO TAKE</b>	<b>DATE OF COMPLETION</b>	
Submit application for a change of occupancy		
Contact the Code Enforcer for a preliminary inspection		
Code enforcer will contact you if you need to submit a building permit application also		
Village Clerk will contact you when you're on the meeting schedule for Village Board approval (good idea to attend)		
Once approved, Code Enforcer will contact you when your building permit for change of occupancy is ready for pick up		
Any required changes needing to be done as determined by the Code Enforcer shall be completed at this point.		
Contact the Code Enforcer for a final inspection when all required changes are completed and you're ready to open		
Code Enforcer will contact you when your new Certificate of Occupancy is ready		