

Village of Endicott
Code Enforcement Office
1009 East Main St.
Endicott, NY 13760

For Office Use Only:
Application Date: _____
Inspection Date: _____
Pass Reinspect # _____
Fee: _____ Paid:

Phone 607-757-2465

Fax 607-757-2469

Letter of Code Compliance Application

Date: _____

I hereby apply for a Letter of Code Compliance as required by the Code Ordinances of the Village of Endicott and New York State Fire Prevention and Building Code for the following premises:

Located at: _____

If the premises are to be used for manufacturing or business purposes, state exact nature thereof. If to be used for residential purposes, state the number of families. In either case, give full particulars respecting each building or structure. If only part of the premises are to be used and the Letter of Code Compliance is desired for only that part, state exactly what is desired.

It is proposed to occupy or use the premises, buildings or structures or parts thereof for the following purpose:

The buildings or structures now on the property are used for the following purpose:

The reason for the Letter of Code Compliance: New Use Change of Use Property Transaction License Application

The height of the main and accessory buildings or structures are as follows: _____

The number of off street parking spaces on the property: _____

The premises, which are subject to this application, are owned by: _____

Name and address of individual to whom this letter will be issued:

I will contact the Code Enforcement Office to schedule this inspection: YES NO

Inspector please contact _____ at _____ to schedule inspection.

It is the applicant's responsibility to notify ALL tenants that an inspection of their rental unit will take place.

A Letter of Code Compliance will not be issued until ALL violations found are corrected.

I hereby certify that the above statements and data are correct and true to the best of my knowledge and belief.

Signed: _____ Print Name: _____

Letter of Code Compliance Issuance/Inspection Fees**

1 or 2 Family \$35.00

3 + Family \$35.00 + \$15 per unit over 2

Commercial/Industrial \$100.00

**Fees are collected at time of application

Make all Checks payable to the Village of Endicott

** 2 inspections are included in the fee schedule above, additional inspections if required, \$10 per visit.