

**VILLAGE OF ARDSLEY
BUILDING DEPARTMENT
507 ASHFORD AVENUE
ARDSLEY, NEW YORK 10502**

Phone: 914-693-6961 Fax: 914-693-3706

REQUEST FOR BUILDING DEPARTMENT RECORDS

NAME: _____ Phone # _____

REASON FOR REQUEST: _____

PROPERTY OWNER: _____

ADDRESS OF PROPERTY: _____

LEGAL PROPERTY DESCRIPTION: Section _____ Sub Sec _____ Block _____ Lot _____

INFORMATION REQUESTED:

_____ Copy of Certificate of Occupancy (\$20.00 each)

_____ Copy of Building Permits (\$0.25 each)

_____ Building Plans (Price varies by page size)

_____ Building, Zoning or Housing Violations

_____ Other _____

NOTE: The fee for all other copies is \$0.25 per page or higher as allowed by law.

We will contact you when your request has been processed . Please allow approximately 5 business days.

Signature of person making request

Date