

**Town of Geneva
3750 County Road 6
Geneva, New York 14456**

**Certificate of Occupancy/ Compliance
Permit Application**

Name of Business: _____

Location of Business: _____

Date Business opened: ____ - ____ - ____

PROPERTY ADDRESS: _____

Property Owners Name: _____

Property Owners Address: _____

Property Owners Contact Person: _____

Property Owners Number: _____

Type of Business: _____

Submittal information required with this application:

- A) A property location map must be provided and shall show all the following information:
 - 1) Where the buildings are on the property.
 - 2) Distance to the nearest property line.
 - 3) Distance to the nearest street.
 - 4) Distance to the nearest property entrance.
 - 5) Size of the lot.
- B) Narrative of the request for a new Certificate including:
 - 1) Contact persons and phone numbers of the persons in charge of the business
 - 2) Business/Company name
- C) What the business does or is proposing to do.
- D) If the Applicant is not the Owner, we will need a permission release.

Signature of Applicant: _____

Print Name of Applicant: _____

Phone Number of Applicant: _____

Floyd D. Kofahl – Code Enforcement Officer Office: 315-789-3922

Town of Geneva, 3750 County Road 6, Geneva New York 14456

Email Address: codeenforcement1@townofgeneva.com