

**Incorporated Village of Philmont**

Building Department  
PO Box 822  
Philmont NY 12565  
518-672-7032

**Tenancy Certificate of Occupancy**

In accordance with the Village of Philmont Local Law #2 of 1997 (Tenancy Certificate of Occupancies for Vacant Dwellings) I hereby request the Building Department verify that the residential living unit identified below may be re-occupied.

Street address of rental \_\_\_\_\_ Tax map# \_\_\_\_\_  
Apartment number \_\_\_\_\_ New tenant name \_\_\_\_\_  
Date \_\_\_\_\_

Owner \_\_\_\_\_ Agent \_\_\_\_\_  
Mailing address \_\_\_\_\_ Mailing address \_\_\_\_\_  
Phone number \_\_\_\_\_ Phone number \_\_\_\_\_

**Building Department Findings**

I have conducted a visual, non- invasive inspection of the above premises and found the following:

\_\_\_\_\_premises may be re-occupied \_\_\_\_\_ Deficiencies/Hazards exist **Unit Can Not be Occupied**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Lee Heim Village of Philmont CEO

**1<sup>st</sup> re-inspection results:**

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Can be occupied \_\_\_\_\_ Can Not be Occupied \_\_\_\_\_

**2<sup>nd</sup> Re-inspection results:**

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Can be occupied \_\_\_\_\_ Can Not Be Occupied \_\_\_\_\_

## Tenancy Law Inspection Items

### Smoke/CO detectors:

- a. A smoke detector is required inside every sleeping room, outside every sleeping area and at least one on every story including finished basement and habitable attic.
- b. CO detector is required outside every sleeping area.
- c. CO detector is required on every story that has a fuel fired appliance, sleeping area and motor vehicle related occupancy.

### Safety Items:

- a. Verify stairs have railings, treads are in good condition, no broken windows and each bedroom has at least one window that opens.
- b. Check porch railings for adequacy.
- c. Check heating unit exhaust for leaks, condition of pipe, wiring, missing cover panels and oil or gas leaks.
- d. Check oil tank to verify that the fill and vent are metal and exhaust to the outside.
- e. Check breaker or fuse panel for visual problems. Ensure labels are present.
- f. Verify all outlets at the kitchen and bathroom counter are GFCI protected.
- g. Verify common hallways have working lights.
- h. Verify apartment numbers at each entrance to the apartment.

### Health Items:

- a. Check the attic, basement and yard for rubbish or garbage.
- b. Verify carpets are acceptable.
- c. Verify that the water meter has a wired outside reader connected to it.

### Junk Cars:

- a. Verify that there are no junk/unregistered vehicles on the property.