

Town of Glenville Building Department  
18 Glenridge Road, Glenville, NY 12302  
[www.townofglenville.org](http://www.townofglenville.org)  
Tel: (518) 688-1200, Option 8  
Fax: (518) 384-0140



**James Pangburn**  
Deputy Building Inspector  
**Arnold Briscoe**  
Code Enforcement Officer

## REQUEST FOR CERTIFICATE OF OCCUPANCY VERIFICATION

We will research your request as quickly as possible however we suggest that you provide adequate time for processing your request.

This form will be completed free of charge as a courtesy to our property owners. **If more detailed information or copies are requested, you must file a FOIL request with the Town of Glenville Town Clerk.** There is a fee of .25 cents per page provided. Allow for additional processing time for your FOIL request. The FOIL request form is available from the Town Clerk.

### PROVIDE THE FOLLOWING INFORMATION: Complete top portion only.

Date: 7/1/2025

Property Owner: Thomas Dorey

Property Address: 192 Birch Lane

Current Use of Property: residential

Name, Address Phone/Fax Number and Email of Person/Agency Making Request:

### THE FOLLOWING INFORMATION IS AVAILABLE IN OUR OFFICE: TOG will complete this portion.

           Records indicate that a Certificate of Occupancy was issued for a

  X   A Certificate of Occupancy was not found. This does not mean that one was never issued. This may be due to the construction pre-dating modern building code requirements

**\*\*\*The Town of Glenville Building Department does not issue and/or re-issue Certificates of Occupancy on existing structures not associated with an open building permit. \*\*\***

**\*\*\*It is assumed that all construction was performed in accordance with the building code and generally accepted practices in effect at the time the work was completed. \*\*\***

  X   At the time of this search there were no known and/or open violations associated with this property. A site inspection was not requested and was not performed at this time.

           At the time of this search there were known and/or open violations associated with this property. (see attached)

Charlene Belrose

7/1/2025

Tel: (518) 688-1200, Ext. 8  
Email: [building@townofglenville.org](mailto:building@townofglenville.org)  
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# *Town of Glenville*

## **Building Department**



## *Parcel History*

**From:** **To:** 04/20/2011  
**Tax Map #** 16.17-3-18  
**Owners:** Thomas Dorey  
192 Birch La  
Glenville, NY 12302-5522

| Date       | Transaction | Transaction Type        | Status | Description   |
|------------|-------------|-------------------------|--------|---|
| 04/20/2011 | Certificate | Closed                  |        | remove existing roofing materials and replace with new shingles |
| 05/06/2010 | Violation   |                         | Closed | New roof being installed without a building permit              |
| 05/06/2010 | Complaint   | No Building Permit      | Closed | re-roof   |
| 05/06/2010 | Permit      | Roof                    | Issued | remove existing roofing materials and replace with new shingles |
| 05/06/2010 | Application | Roof                    | Issued | remove existing roofing materials and replace with new shingles |
| 05/05/2010 | Inspection  | Complaint Inspection    | Valid  | Results:Notes   |
|            | Inspection  | Complaint Re-Inspection |        | Results:Notes   |