

Town of Glenville Building Department
18 Glenridge Road, Glenville, NY 12302
www.townofglenville.org
Tel: (518) 688-1200, Option 8
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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: Matthew And Erin Botta

Property Address: 98 Berkley Sq Ext

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