

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662

www.northhempsteadny.gov

APPLICATION FOR ACCESS TO BUILDING FILE

FILE MAY BE REVIEWED FROM 9:00AM – 4:30PM MONDAY – FRIDAY

I hereby apply to inspect the building file for the following parcel:

Section: _____ Block: _____ Lot: _____

Address: _____

In order to serve you better, PLEASE describe the particular record(s) you are looking for:

Print Name

Representing

Street Address

City, State, Zip Code

Telephone Number

Notice: The building file may contain permits, permit applications, plans, drawings, and certificates of occupancy. In order to review or obtain of any other documents, you must fill out a Freedom of Information Law (FOIL) form. This form is available at the Town Attorney's Office, Town Hall, 220 Plandome Road, Manhasset, NY 11030

Signature

Date