



TOWN OF SHELTER ISLAND
Building Department
38 North Ferry Road, P.O. Box 970
Shelter Island, New York 11964
Office: 631-749-0772

Date: _____

Please Note: The fee for copies is 25 cents per page except uncertified Certificates are \$1.00 each. Please allow a MINIMUM OF FIVE (5) BUSINESS DAYS for processing your request. (Requests can take up to twenty business days).

Document & Research Request Form

SCTM #: _____

Homeowner(s) _____

Property Address _____

Documents Requested: (Please Check)

Survey _____ (25 cents each)

Survey with well & septic locations _____

Unsigned Certificate of Occupancy-or Compliance _____ (\$1.00 each)

(Signed copies can cost up to \$75.00)

Open Building Permits _____

Pull Plans for View Only (photographs allowed) _____

Other _____

UPON COMPLETION OF THIS REQUEST PLEASE CONTACT: (PLEASE PRINT)

NAME: _____

EMAIL: _____

PHONE: _____