



VILLAGE OF BROCKPORT

Building/ Code Enforcement Department
49 State Street · Brockport, New York 14420
Telephone (585) 637-5300 Ext. 14 · Fax (585) 637-1045
Website: www.brockportny.org

June 6, 2017

John Doe
123 Somewhere Ln.
Brockport, NY 14420

RE: EXPIRED CERTIFICATE OF OCCUPANCY for 123 Somewhere Ln. Brockport, NY 14420

Dear Sir or Madam:

According to records of the Village of Brockport and the Monroe County Clerk, you are the legal owner of the property located at 123 Somewhere Ln. This property is a residential rental property as defined in Chapter 36 of the Code of the Village of Brockport. The Building/Code Enforcement Department has identified that the Residential Rental Certificate of Occupancy for this property expired on January 1 2017 and must be renewed.

Operating a residential rental property without a valid Certificate of Occupancy is a direct violation of the Code of the Village of Brockport, Chapter 36 Section 6A which states:

"Where no changes of occupancy or use have occurred and where there is full compliance with the applicable provisions of Section 36-4 of this chapter regarding the required registration of residential rental properties as well as full compliance with the laws, ordinances and rules specified in the certificate of occupancy and any other applicable laws, ordinances or rules, a certificate of occupancy for a residential rental property shall be issued and shall remain valid for a period of three years. For purposes of renewal, no later than 30 days prior to the expiration of a certificate of occupancy, it shall be the obligation of the owner to notify the Code Enforcement Officer in order to cause a new certificate of occupancy to be issued for the residential rental property for which the existing certificate of occupancy will expire. The Code Enforcement Officer (or his/her authorized inspector) shall then make an inspection of the dwelling for which the certificate of occupancy application is made. Should an owner (and/or agent, employee, authorized representative, or operator) decline consent to inspection(s) believed to be necessary by the Code Enforcement Officer (or his/her authorized inspector) for proper enforcement of this provision, the Code Enforcement Officer (or his/her authorized inspector, as the case may be) shall be authorized to apply for a search warrant pursuant to Section 36-10A(2) of this chapter and such other legal requirements as may apply to permit such inspection(s)."

You are hereby directed to remedy this violation within 30 calendar days from the date of this Notice of Violation/Compliance Order/Order to Remedy. If you feel as though you are not in violation, please contact this office at (585) 637-5300 Ext. 14. If you do nothing, the property will be placarded with an order that occupancy is prohibited and charges will be filed against you in the Village of Brockport Justice Court. Please be advised, you will be provided with no further warning.

Sincerely,

David J. Miller
Code Enforcement Officer/Fire Marshal