



**Building Department**

Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598

## **OUTDOOR SEATING/ TENT/ OUTDOOR RETAIL REQUIREMENTS**

### **REQUIREMENTS:**

- ☐ **APPLICATION:** Please fill out attached application. Be sure to list the name of the address/ business you are applying for. Please attach a simple sketch of area to be occupied
- ☐ **INSPECTION:** Once the Building Department has received the request you will notified through the phone number you provided. Office staff will set up a time for the Building Inspector, John Landi to meet and review proposed seating/tent etc.
- ☐ **PERMIT:** After the inspection with the Building Inspector, office staff will print out a one page permit which will be mailed to you



**Town of Yorktown** [www.yorktownny.org](http://www.yorktownny.org)

06/05/2020

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## Application for Outdoor Seating/Tent/ Outdoor Retail

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Address/Location of Business \_\_\_\_\_

Name of Business/Restaurant \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

Name of Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Present Address of Owner\* \_\_\_\_\_

**\*Please provide a simple sketch of area to be occupied along with application**

The undersigned applicant hereby agrees to comply with all applicable provisions of the Code of the Town of Yorktown, and with all other Laws, Codes, Rules and Regulations applicable to the proposed construction.

\_\_\_\_\_  
**NAME OF CONTACT PERSON (Please print)**

\_\_\_\_\_  
**SIGNATURE OF OWNER / AGENT\***

\_\_\_\_\_  
**DAYTIME TELEPHONE NUMBER**

\_\_\_\_\_  
**FAX NUMBER**

\_\_\_\_\_  
**EMAIL ADDRESS**

(Office use only)

The submitted construction plans substantially comply with the Code of the Town of Yorktown and the New York State Uniform Fire Prevention and Building Code, and the same are approved subject to compliance with these and any other applicable Laws, Codes, Rules or Regulations.

DATE \_\_\_\_\_

\_\_\_\_\_  
**BUILDING INSPECTOR, TOWN OF YORKTOWN**