



RICHARD THOMAS
MAYOR

DANIEL P JONES, PMP
COMMISSIONER

GUY LORRIUS
1ST DEPUTY COMMISSIONER

FRANK CERBONE
2ND DEPUTY COMMISSIONER

November 30th, 2018

Ms. Miesha Stokely (Owner/operator Cupcake Cutie Boutique)
8 South 6th Avenue
Mount Vernon, NY 10550

Dear Ms. Stokely,

On August 6, 2018 your place of business “Cupcake Cutie” located at 8 South 6th avenue, also known as 40 W 1st street, was found operating without a valid certificate of tenancy during a Quality of Life (QOL) taskforce inspection. The Department of Buildings (DOB) is following up to inform you that your temporary certificate of occupancy issued on August 6, 2018 will expire on December 6th, 2018. This place of business will require a certificate of tenancy to continue to operate based on the municipal codes in *Chapter 267 Zoning, Section 49 Article X Part B (1)*.

To keep this place of business open, an application for a certificate of tenancy is required to be filed with the DOB or it shall be unlawful to occupy such tenancy space and not keep on the property a valid certificate of tenancy and display such certificate always for inspection by building official or other officials representing the City of Mount Vernon after December 6th 2018.

Upon written request for such certificate of tenancy, and a full inspection of the space occupied by “Cupcake Cutie”, a permanent certificate of tenancy will be issued if the space is found to be compliant with established building codes and supporting documentation regarding all work performed in said space.

The QOL taskforce’s goal is to ensure your place of business, especially since such business is a Food Service Establishment (FSE), serves the citizens and friends of Mount Vernon with environmental health and safety as your primary concern.

I would encourage you to partner with the DOB to handle this matter with urgency and help our team to help you get a permanent certificate of tenancy. Currently, the DOB has no construction drawings for the construction of your place of business that represents the layout of your floor plan after your business replaced another that occupied the said space. The DOB has no equipment permit for food service equipment installed/present and operational, no information regarding the installation of a required fire suppression system; additionally, the QOL taskforce has no information suggesting that you have complied with CMV City code section 149-24 B. (3) and Section 5-1.31 of the New York State Sanitary Code to install a backflow prevention system.

The DOB is impressing upon you the immediate need to apply for a permanent certificate of tenancy and allow code enforcement inspectors to inspect the space occupied by your business. As stated in my previous letters to you, the DOB and the QOL taskforce are pro-business but our obligation to the health and safety of the people of Mount Vernon which includes your friends, family and customers is our highest priority. Each of the identified code violations must be cured within the period specified.

This matter has again been referred to the Westchester County Board of Health and the city's Law Department for further action if necessary.

Please do not hesitate to call or email with any questions or concerns.

Respectfully,

Dan P. F. Jones, PMP



Commissioner - Department of Buildings

CC Office of the Mayor
Corporation Counsel Lawrence Porcari
Westchester County Department of Health
Building Owner (Ms. Deneen Timlin)
Police commissioner Shawn Harris
Fire Commissioner Theodore Beale
Office of Consumer Protection Michael Paulercio