CERTIFICATE OF TENANCY APPLICATION
For non-residential use only.

<table>
<thead>
<tr>
<th>Application No</th>
<th>Taken by</th>
<th>Date filed</th>
<th>Fee</th>
<th>Receipt No</th>
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</thead>
</table>

PART A
To be completed by applicant. Print clearly.

1. Name of Business: __________________________________________________________

2. Location of tenancy space:
   Address ___________________________ Floor level: ___________________________
   Map page ______ Block _______ Lot _______ Zone _______

3. Use of tenancy space: ______________________________________________________

4. Total floor area of tenancy: _________________________________________________

5. Fire detection (check all applicable boxes):
   - None
   - Smoke detectors
   - Fire alarm
   - Other: ____________________________

6. Fire suppression (check all applicable boxes):
   - None
   - Sprinkler system
   - Fire extinguisher
   - Other: ____________________________

7. Number of off-street parking and loading spaces provided for this tenancy:
   - Outdoor parking: ____________
   - Indoor parking: ____________
   - Outdoor loading: ____________
   - Indoor loading: ____________

8. This tenancy obtained the following approvals:
   - Building Permit No. ____________
   - Site Plan
     - No
     - Yes, application # ____________ with conditions
   - Special Use Permit
     - No
     - Yes, application # ____________ with conditions
   - Zoning Board
     - No
     - Yes, cal.# ____________ with conditions
   - Architectural Review Board
     - No
     - Yes
   - Health Department
     - No
     - Yes (list date) ____________
   - Other City, County and State agency (list all approvals with date):
     - ____________________________

Tenant’s name: __________________________ tel.: ___________ fax: ___________
Address: __________________________ city/state/zip: __________________________

Applicant’s name: __________________________ tel.: ___________ fax: ___________
Address: __________________________ city/state/zip: __________________________
PART B-APPLICANT'S AFFIDAVIT

State of New York
County of Westchester

being duly sworn, deposes and says: that

Name of Applicant-Printed- Footnote 1.                  Name of Tenant-Printed- Footnote 1.

is the tenant of the premises to which this application applies; that he/she
(applicant) is duly authorized to make this application; and that the statements contained herein are true
to the best of his/her knowledge and belief, and that an application for a Certificate of Tenancy is hereby
made to the City of Mount Vernon Department of Buildings for the above described tenancy, and that all
provisions of the City of Mount Vernon Zoning Code, the New York State Uniform Fire Prevention and
Building Code, and all other applicable laws, rules and regulations shall be complied with before said
Certificate of Tenancy is issued and shall continue to be complied with thereafter.

Sworn to before me this ______________

Day of __________ 20__________

Signature of Applicant ________________________

Signature of Notary-Commissioner of Deed)

1. If the tenant is the applicant, he/she shall print his/her name for both where requested, and sign as applicant.
2. If the tenant is a corporation, the applicant shall be a principal officer of the corporation or a duly authorized agent.

PART C- DESCRIPTION OF SPACE

For each floor level, list the following information as applicable: Floor level, use of each space, number
of kitchens, number of bathrooms for each sex or unisex with the type and number of fixtures for each,
assembly spaces ( i.e. conference rooms, dining rooms, exhibition halls,...) and their respective occupant
load.
This is to certify that the premises have been inspected and approved by the undersigned for the use and occupancy applied for in this application (Print name and sign):

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Building Department:

Plumbing Superintendent:

Fire Department:

Water Department:

Electrical Inspector:

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**Items to Submit with a Certificate of Tenancy Application**

Failure to submit ALL the items listed below will result in the denial or in a delay in the approval of your certificate.

For more information and sample of completed application, check our web site at CMVNY.COM/BUILDINGS

1. One completed application form. The form must be typewritten or neatly printed in capital letters. Parts A, B and C must be completed by the applicant.

2. Block and lot verification form issued by the Assessor’s office (Room 8, Ground Floor, City Hall).

3. Copy of the lease between tenant and building owner.

4. Letter of authorization, signed by tenant and notarized, naming applicant as tenant’s agent for the filing of this application; or
   Legal proof that that the applicant is a Principal Officer of the Corporation or an authorized agent.
   One of these documents is required if the applicant is not the tenant of the property.

5. Three sets of “As-Built” plans, 18×24 inches minimum and 30x40 inches maximum, prepared by a New York State licensed architect or engineer, must be submitted when no approved plans of the tenancy space are on records with the Department of Buildings.
   These plans shall include the following: site plan of the property, locating off-street parking and loading spaces, location plan of the tenancy space within the entire building and floor plans of each floor level of the tenancy space.

6. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.
   The Certificate of Tenancy fee is $100.00 for up to 5,000 square feet of tenancy space, and $50.00 for each additional 5,000 square feet or fraction thereof.

Inspections for a Certificate of Tenancy are conducted on Thursdays between the hours of 9:00A.M.and 2:00P.M. The scheduled inspectors must be given access to every part of the tenancy.
You will be notified in advance of the date on which the inspections will be conducted. Please, make sure that you or your designated agent is present.