



**CITY OF WHITE PLAINS**  
**DEPARTMENT OF BUILDING**

7-11 South Broadway - Suite 100, White Plains, New York 10601  
Phone: (914) 422 - 1269 \* Fax: (914) 422 - 1471

Reset Form

<http://www.cityofwhiteplains.com/>

Print Form

**OPEN PERMIT STATUS REQUEST:** *To be completed by applicant and returned to assigned inspector for update to Building records.*

**Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**RE: Site Address:** \_\_\_\_\_

**Permit:** \_\_\_\_\_

**Work Description:** \_\_\_\_\_

Dear Sir/Madam:

You are requested to advise this Department immediately concerning the status of this permit.

- Work has not begun.
- Work is underway and scheduled for completion on \_\_\_\_\_
- Work is delayed, due to \_\_\_\_\_
- Work is finished. (Provide proof of final inspection and/or Certificate of Compliance.)
- I do not intend to proceed with the work and request the permit to be cancelled due to \_\_\_\_\_

If the work is finished, it will be necessary for you to make immediate arrangements to have the premises available, and for you to schedule to meet with the assigned inspector (as noted below) for a **FINAL INSPECTION**.

Failure to do so within thirty (30) days from the date of receipt of this correspondence may result in legal action being taken to ensure compliance. Please check the appropriate box(s) above, sign and return this form to , \_\_\_\_\_  
Code Enforcement Officer, or call (914) 422 -1269.

Very truly yours,  
*Damon A. Amadio, P.E.*  
Commissioner

**APPLICANT/CONTRACTOR RESPONSE SECTION:**

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Required: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**cc: Contractor:** \_\_\_\_\_