



Town of Harrison
Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
Building Department
1 Heineman Place, Harrison, NY 10528
Phone: 914-670-3050
Fax: 914-835-7491



How to get access to documents related to property in the Town/Village of Harrison

Do you need a list of permits and CO's?

A copy of a card listing all permits and CO's is available to the public. You can request it through our online form:

<https://www.harrison-ny.gov/building-department/webforms/blocklot-card-request>

Do you need a copy of a Survey?

Surveys of a property, if existing, are available to the public by requesting it through our online form:

<https://www.harrison-ny.gov/building-department/webforms/survey-request>

Do you need actual copies of Permits, CO's or violations?

A CO search for and a fee of \$25 is required. You can request this by filling out this form, mailing it or dropping it off at the Building Department.

<https://www.harrison-ny.gov/building-department/files/municipal-search-0>

Do you want to view the permit files and/or request copies of plans?

A file of each permit is available to the public with an approved Freedom of Information request (FOIL) page 2, which can be filed with the Town Clerk's office. If you are not the owner, you will be required to submit written permission from the owner, page 3, otherwise you will only be granted to the contents of the file minus any floor plans. Owners' permission is not necessary for most commercial properties. Copies can be arranged AFTER viewing.

Please be advised:

- We do not calculate square footage or provide a room count, contact the Tax Assessor;
- We do not have information on their assessment or taxes; easements would be private or with the Town Engineering Dept.
- Information on fire suppression systems and oil tanks are under the jurisdiction of the Bureau of Fire Prevention; you can obtain that through their online form: <https://www.harrison-ny.gov/fire-prevention/webforms/request-oil-tankfire-sprinkler-history-on-a-property>
- Information of septic tanks and wells are under the jurisdiction of the Westchester County Dept. of Health;
- There is no municipal water department. Please contact Westchester Joint Water Works.

Any questions, please call us at 914-670-3050

FREEDOM OF INFORMATION LAW (FOIL) REQUEST No. _____

For use to request Building Department or Bureaus of Fire Prevention records only

Email to: JGreer@harrison-ny.gov

Fax No. 914-835-2009

To: Town/Village of Harrison – Town Clerk

Contact info:

Name: _____ Telephone: _____

Address: _____

Email Address: _____

Records request information:

Property Address: _____

Description of Record:

***Requires Records Authorization form if you are NOT the owner of the property**

WARNING: Examination of these records is covered by New York State Penalty Law
§ 175.20 Tampering with Public Records in the 2nd Degree is a Class A Misdemeanor
§ 175.24 Tampering with Public Records in the 1st Degree is a Class D Felony

Applicant Signature: _____ Date: _____

Received by Town Clerk _____ L/D: _____

Pursuant to Public Officers Law Article 6

Your request will be reviewed. Within five business days of the receipt of your request for a record reasonably described, the Town will make such records available, deny the request in writing, or furnish a statement of the approximate date when such request will be granted or denied.

If copies are required, arrangements can be made once the documents are viewed, unless otherwise they will be emailed to the email address provided above.

FOIL Building Records Authorization

I, _____, as owner of _____,
(Property owner) (Address)

hereby give _____, authorization to view
(Individual authorized to obtain records)

and copy the entire Building Department records for my property, including interior floor plans.

Date: _____

(Property owner)