

## **Access to Building Files**

**Q: What do I need to look at my building file?**

A: You will need your Section, Block and Lot Number (S,B,L) and the address of the property to look at your building file.

**Q: Where can I find my S,B,L?**

A: You can find your SBL either on your tax bill or you can go online to "[MyNassauProperty.com](http://MyNassauProperty.com)"

**Q: When can I look at my building file?**

A: You can view your building file by making an appointment with the Building Department; 516-883-7000 x17

**Q: What is in my building file?**

A: Your "historical" building file contains information on any prior applications, permits, certificates, building plans and surveys.

**Q: Do I need to come in to the Building Department to get specific information from my building file?**

A: Yes, but first, you will need to fill out a Freedom of Information Law (FOIL) application. You can acquire a FOIL application either from the Building department or you can download the form from our Building Forms section. It is easy to fill out and takes only a few minutes.

**Q: How long does it take to get a building file?**

A: Every effort will be made to expedite your request immediately. If your file is not immediately available, a clerk will make arrangements to arrange a convenient time to review files you when the file becomes available.

**Q: How long after my project has been finished and "signed off" by the inspector can I expect to receive a Certificate of Occupancy, Certificate of Completion or Certificate of Approval?**

A: Every project that has been 'signed off' by an inspector receives a further "back end" review. The "back end" review acts as a quality control review to ensure Code and Zoning compliance.