



**VILLAGE OF MAMARONECK**  
**BUILDING DEPARTMENT**

Phone: (914) 777-7731

Fax: (914) 777-7792

169 Mt. Pleasant Avenue,  
Mamaroneck, NY 10543

[www.village.mamaroneck.ny.us/building-department](http://www.village.mamaroneck.ny.us/building-department)

## **Request to View a File Form**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Representing (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Summary of Documents Being Requested: \_\_\_\_\_

Reason for Request/Request Details (be as specific as possible):

### **Important Notes**

- Email your request to [BuildingDepartment@vomny.org](mailto:BuildingDepartment@vomny.org)
- You will receive a call from the Building Department staff when the file is available.
- All unclaimed files will be returned to storage 5 business days after you are notified that it is available.