

## REQUIREMENTS FOR OBTAINING A CERTIFICATE OF OCCUPANCY

The following paperwork and requirements will be required to be submitted to this office prior to the issuance of any Certificate of Occupancy or Compliance. There are **NO** exceptions to this rule.

1. Your 911 number shall be posted on the building. If the building is more than 75' from the road then the number shall be placed on a stand-alone pole by the road. A mailbox is not acceptable.
2. A copy of the approved blower door test for all residential dwellings.
3. A letter from the HVAC contractor that the HVAC was installed in compliance with required codes and manufactures installation requirements.
4. Copy of the final electrical inspection.
5. Copy of a passed water test from a certified lab.
6. A letter from the plumber that the plumbing was installed in compliance with plans and required codes.
7. Certification from the design professional for the installation of the septic system.

Any changes to the plans made shall be submitted to the CEO and approved in writing, by the owner, contractor, design professional and building inspector.

Thank you for your cooperation.

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Owner

\_\_\_\_\_

Contractor

Dated: \_\_\_\_\_