

**CERTIFICATE OF OCCUPANCY APPLICATION
(48 Hours Notice Required – Minimum)**

Fill in or obtain all information required below. Signatures from Planning and Engineering are required on all applications. The other signatures may be required depending on the nature of the project.

All necessary signatures must be obtained prior to putting a request date on the application. **The request date must be a minimum of 48 hours after obtaining the necessary signatures.**

All codes and regulations must be met to obtain a Certificate of Occupancy. The Certificate should be picked up during the hours of 8:30-9:30am or 4:00-5:00pm

NECESSARY SIGNATURES

PLANNING: _____

ENGINEERING: _____

HEALTH: _____

(if C.O. is for a food establishment)

WATER DEPT: _____

(if structure is serviced by Town Water)

FINANCE: _____

Signature above is for certifying payment or payment plan for Demand and Benefit Assessment only necessary for properties that are connecting to water and sewer.

REQUIRED INFORMATION

Property Address: _____

Map and Lot: _____

CO TO BE ISSUED TO: _____

(Name of Business or Person)

Description of building or space for which C.O is requested: _____

Printed Name of Applicant: _____

Phone # of Applicant: _____

Signature of Applicant: _____ **Date** _____

(DATE INSPECTIONS ARE REQUESTED)