



## Certificate of Occupancy Checklist

For the building department to issue a Certificate of Occupancy, the following must be completed or submitted:

- ☐ All Discrepancies Resolved
- ☐ All Inspections Complete on Permit Card
- ☐ Approved Rough & Final Electrical Inspection
- ☐ Energy Inspection Results
- ☐ Use Tax Waiver returned
- ☐ Improvement Location Certificate
- ☐ Engineered Soils testing or Observation Results
- ☐ Water Meter Reading at Final Inspection
- ☐ Permit Card for Town File
- ☐ Sidewalk Damage Inspection
- ☐ Release Certificate of Occupancy