

## **POST-CONSTRUCTION APPROVALS**

(PART 2)

### **OBTAINING A CERTIFICATE OF OCCUPANCY**

Applicant : \_\_\_\_\_

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

Subdivision Lot #: \_\_\_\_\_ Zone: \_\_\_\_\_

#### **OBTAIN SIGNATURES FROM THE FOLLOWING LAND USE DEPARTMENTS.**

The same plan must be submitted to each land-use department. If changes are made to the plans after an approval has been given, the plans must be re-submitted to all prior departments for re-approval. A Certificate of Occupancy will be issued if approval has been received by all departments.

##### **1) P.D.D.H. or W.P.C.A.:**

Plan Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Permit to Discharge or Application to Discharge)

##### **2) Inland/Wetlands:**

Plan Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Activity/ S&E Controls)

##### **3a) Driveway Inspector:**

Plan Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Driveway Construction)

##### **3b) Zoning Department:**

Plan Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Zoning Compliance)

##### **4) Fire Marshal (if applicable):**

Plan Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Fire Code Compliance)

##### **5) Building Department:**

Plan Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Code Compliance)

\*\*\*\*\* Building Official will obtain a copy of this checklist for our files \*\*\*\*\*

**A (CO) CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL POST  
CONSTRUCTION SIGNATURES ARE OBTAINED.**