



CHECKLIST FOR ISSUANCE OF CERTIFICATE OF OCCUPANCY

“RESIDENTIAL”

Permit #: _____

Date: _____

*Note: *All Certificate of Occupancy's will need 48-72 working hours from the final inspection to the issuance of the document to allow for administration processes.*

Item:	Site Mgr.	Date	Inspector	Date
1. Inspection list with all inspections signed off	_____	_____	_____	_____
2. All required letters from inspector	_____	_____	_____	_____
3. Planning Approval (i.e. Historic Review Board)	_____	_____	_____	_____
4. Termite letter	_____	_____	_____	_____
5. Soil compaction letter	_____	_____	_____	_____
6. BJWSA - Water and Sewer Tap	_____	_____	_____	_____
7. Elevation Certificate = 3 INSPECTIONS REQUIRED in “A” zones (if applicable)	_____	_____	_____	_____
8. Certificate for Blown-in Insulation in the attic.	_____	_____	_____	_____
9. Business License Approval of Subcontractors	_____	_____	_____	_____

One set of Residential plans must remain at the Building Official's Office for one year after C.O. date

Building Official: _____

Roni Jo Abdella

C.B.O.

Date: _____