

Procedures for Certificate of Occupancy

*****Required Plans and Approvals for Permitting Departments*****

Type of Project	Engineering	Septic	Grading	Fire Marshal	Zoning	Highway	Building
New Construction One Family	Required inspections completed	Permit to Discharge issued	Required inspections completed	Do not apply	Foundation asbuilt (if required) Final A-2 Survey submitted.	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
New Construction Two Family	Required inspections completed	Not Permitted	Site Plan showing erosion control, Grading, Drainage	Do not apply	Foundation asbuilt (if required) Final A-2 Survey submitted. Parking is to be shown	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
New Construction Three Family & Up	Required inspections completed	Not Permitted	Site Plan showing erosion control, Grading, Drainage	Required inspections completed	Foundation asbuilt (if required) Final A-2 Survey submitted. Parking is to be shown	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
Change of Use w/or Interior Alterations One to Two Family	Required inspections completed	Two Family not permitted	None	Do not apply	Required inspections completed. If Change of Use-Asbuilt map req. showing parking	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
Change of Use w/or Interior Alterations Three Family & Up	Required inspections completed	Not Permitted	None	Required inspections completed	Required inspections completed. If Change of Use-Asbuilt map req. showing parking	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
Addition One to Two Family	Required inspections completed	Two Family not Permitted	Site Plan showing erosion control, Grading, Drainage	Do not apply	Foundation asbuilt (if required) Final A-2 Survey submitted. Parking is to be shown	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
Addition Three Family & Up	Required inspections completed	Not Permitted	Site Plan showing erosion control, Grading, Drainage	Required inspections completed	Foundation asbuilt (if required) Final A-2 Survey submitted. Parking is to be shown	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed

***This Table is to be used as a guide only. C of O's will be issued at the discretion of the Building Inspector.**