

# **RESIDENTIAL** **CERTIFICATE OF OCCUPANCY CHECKLIST**

PERMIT #: \_\_\_\_\_

UPDATE #: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

USE GROUP: \_\_\_\_\_

<u>YES</u>	<u>N/A</u>	<u>ITEM</u>
------------	------------	-------------

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | MAIN FILE _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | BUILDING SUBCODE SIGNED OFF DATE _____                        |
| <input type="checkbox"/> | <input type="checkbox"/> | ELECTRIC SUBCODE SIGNED OFF DATE _____                        |
| <input type="checkbox"/> | <input type="checkbox"/> | PLUMBING SUBCODE SIGNED OFF DATE _____                        |
| <input type="checkbox"/> | <input type="checkbox"/> | FIRE SUBCODE SIGNED OFF DATE _____                            |
| <input type="checkbox"/> | <input type="checkbox"/> | FRAMING CHECKLIST   |
| <input type="checkbox"/> | <input type="checkbox"/> | CO APPLICATION (U.C.C FORM #F270) SIGNED                      |
| <input type="checkbox"/> | <input type="checkbox"/> | LETTER FROM ARCHITECT/OWNER SAYING BUILT TO APPROVED PLANS    |
| <input type="checkbox"/> | <input type="checkbox"/> | FOUNDATION LOCATION SURVEY                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | FINAL AS-BUILT SURVEY (W/ FINAL BUILDING HEIGHT)              |
| <input type="checkbox"/> | <input type="checkbox"/> | ENERGY EFFICIENCY CERTIFICATION/COMPLIANCE REPORTS            |
| <input type="checkbox"/> | <input type="checkbox"/> | AIR BARRIER & INSULATION CHECKLIST                            |
| <input type="checkbox"/> | <input type="checkbox"/> | FINAL GRADING/ENGINEERING APPROVAL (DATE _____)               |
| <input type="checkbox"/> | <input type="checkbox"/> | HANOVER SEWAGE AUTHORITY APPROVAL (DATE _____)                |
| <input type="checkbox"/> | <input type="checkbox"/> | FINAL COMPLIANCE LETTER FROM M.C. SOILS APPROVAL (DATE _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | COAH FEE/MANDATORY DEVELOPER'S FEE PAID (DATE _____)          |
| <input type="checkbox"/> | <input type="checkbox"/> | VARIATIONS/FEE'S BY CONSTRUCTION OFFICIAL PAID (DATE _____)   |
| <input type="checkbox"/> | <input type="checkbox"/> | ZONING/BOA CONDITIONS MET                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | HOME WARRANTY CERTIFICATE OR SIGNED AFFIDAVIT IF H/O OCCUPIED |
| <input type="checkbox"/> | <input type="checkbox"/> | RIGHT TO KNOW DISCLOSURE FORMS                                |

DESCRIPTION OF WORK PERFORMED: \_\_\_\_\_

BUILDING SIZE: \_\_\_\_\_ SQ.FT./ \_\_\_\_\_ CUBIC FT.

ADDITION SIZE: \_\_\_\_\_ SQ.FT./ \_\_\_\_\_ CUBIC FT.

# STORIES: \_\_\_\_\_

NOTES:

DATE & SIGNATURE THIS CHECKLIST WAS COMPLETED: \_\_\_\_\_