



southburlington

PLANNING & ZONING

Number CO- _____ - _____
(office use only)

APPLICATION FOR CERTIFICATE OF OCCUPANCY

The undersigned herewith requests an inspection of the premises indicated below and issuance of a "Certificate of Occupancy", pursuant to Section 17.03 of City's Land Development Regulations

1. **PROPERTY STREET ADDRESS:**
2. **OWNER(S) OF RECORD** (Name(s) as shown on deed, mailing address, phone)
3. **APPLICANT** (Name, mailing address, phone)

3A. Applicant email address:

4. **IS THIS A HOME OCCUPATION REQUEST?** Yes No (if yes, omit #5 & #6)
5. **PERMIT INFORMATION:** The work for which a Certificate of Occupancy is being requested was completed on _____ as authorized under Zoning Permit(s) # ZP-____-____ dated _____ and Associated Site Plan(s) # _____ dated _____
6. This application must include either the RBES or CBES Certificate or a statement from the builder that this requirement does not apply (Energy Code).

Signature (Property Owner must sign for CO)

Date

(office use only)

Date of Complete Application:

- Temporary Certificate of Occupancy will expire on _____ to provide the applicant time to complete the following improvements: (see attached list)
- Permanent Certificate of Occupancy
- Application denied for the following reasons: (see attached list)
- Approval includes as-built drawings

Administrative Officer

Date

The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 879-5676 to speak with the regional Permit Specialist.