

TOWN OF WOLFEBORO
CERTIFICATE OF OCCUPANCY
CODE ENFORCEMENT 569-5970

Property Information:

Tax Map #: _____

Building Permit number issued to this project _____

Mailing Address and Location: _____

Street number or location description

A Certificate of Occupancy must be issued before you are permitted to occupy or use the space in any manner including storage of personal goods.

Complete reverse side before calling for C.O. inspection. Multiple C.O. inspections will incur a re-inspection fee of \$25.00 each.

Owner Information

Name _____ Telephone #: _____

Legal Mailing Address: _____
Street or PO Box Town/City State Zip

Signature of Owner _____ Date: _____ 20 _____

Occupant Information: (if different than owner):

Name _____ Telephone #: _____

Legal Mailing Address: _____
Street or PO Box Town/City State Zip

Signature of Occupant _____ Date: _____ 20 _____

Building Code approved use as: _____

F/R approved use as : _____

Date Permit Approved: _____ C.O. Number _____

Building Official _____

Zoning	Fire/Rescue	Public Works	Building Code

Conditions of approval: _____

Checklist for Certificate of Occupancy

(Guideline list ~ not all items required for all projects; addition items will be required for some projects)

- _____ Approval for Operation for new septic systems
- _____ Driveway approval completed (Town or State)
- _____ Street number posted (4" high numbers) at driveway entrance if house does not abut street
- _____ Survey to verify setback compliance if required by approved Building Permit
- _____ Building finished per approved building permit with no change in floor plans or elevations. If changes have occurred, as-built drawings must be submitted prior to inspection for Certificate of Occupancy.
- _____ Water Quality Test (for private wells)
- _____ Plumbing pressure test(s) certification
- _____ Gas piping pressure test certification
- _____ Wood/Pellet/Gas fireplaces previously inspected at installation, instructions on-site
- _____ Fire alarm certificate of installation/testing (if monitored system installed)
- _____ Oil Burner Permit
- _____ Backflow valve provided. Pressure reducing valve for systems on town water.
- _____ Garage fire separation achieved (R309 IRC2006)
- _____ Interior finish on walls meets fire/smoke rating. No exposed kraft paper backed insulation, or non-rated poly film, foam board, or spray foam in house, basement, attic or garage.
- _____ Cooking and bathing area provided and in working order
- _____ All electrical plates in place
- _____ GFI, Arc fault, and tamper resistant receptacles in required locations
- _____ Two exterior electrical outlets at grade; an outlet available on decks > 200s.f.
- _____ Electric panel door marked and readable
- _____ Disconnect switches provided for remote equipment (well pump etc.)
- _____ Oil burner emergency shut off switch properly located
- _____ Combustible air available to mechanicals
- _____ Hard wired smoke detectors and CO detectors in required locations
- _____ Stair and deck guards and railings completed. Handrails returned to the wall top & bottom.
- _____ Attic Access provided min 22" x 30" (R807 IRC2006) in accessible location (i.e. not located in a closet if racks are blocking access)
- _____ Compliant primary egress and emergency exit doors and/or windows from every conditioned living space, with compliant hardware.
- _____ Clothing dryer installation and venting compliant (M1502 & Chapter 24)