

TOWN OF WOLFEBORO
CERTIFICATE OF OCCUPANCY APPLICATION

CODE ENFORCEMENT 569-5970

www.wolfeboronh.us

Permit Fee: \$ _____ Permit Number _____ Date Received Stamp: _____

Property Information: Zoning District _____ Tax Map #: _____

Physical Location of project : _____
 Street name & number (or description)

Owner Information: Email: _____ @ _____

Name _____ Telephone #: _____

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

The undersigned hereby applies for permission to occupy the project area. All construction has been completed in accordance with the Wolfeboro Planning and Zoning Ordinance, Local & State Building Codes, and all applicable regulations.

 Signature of Owner Date: _____ 20 _____

Occupant Information: Email: _____ @ _____

Signature _____ Date: _____ 20 _____

Print Name _____ Telephone #: _____

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

Submittals Required:

Office use only: DATE APPLICATION COMPLETED

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

Building Permit number issued to this Project _____

Approval:

Building Code approved Use as: _____

Fire Department approved Use as: _____

Conditions of approval: _____

 Building Official

 Date of Approval

Zoning	Fire/Rescue	Municipal Electric	Public Works	Building Department

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/interconnected smoke detectors/CO detectors in req'd 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)