



## CERTIFICATE of CONTINUED OCCUPANCY APPLICATION (CCO)

The Certificate of Continued Occupancy home inspection is a “general inspection of the visible parts of the building or structure” and is designed to accomplish and affirm three (3) things:

1. No work has been done that required a Construction Permit.
2. There are no outstanding permits or inspections associated with the property.
3. No visible violations or unsafe conditions are found to exist.

Should your inspection identify any one of these items, you will be required to secure and satisfy the necessary permits and inspections before a CCO will be issued.

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Home Address Being Sold: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Owner Address if different than address being sold: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Day/Cell Phone: \_\_\_\_\_

I hereby attest that to the best of my knowledge, that my home and its completed projects meet the conditions of construction permits and all prior approvals, and all work has been completed substantially in accordance with the Uniform Construction Code and with those portions of the plans and specifications controlled by the code, with any substantial deviations noted.

I understand that a Certificate of Continued Occupancy shall be effective for a period of 120 days (four months). One administrative extension of not more than 30 days may be granted by the Construction Official. If a dwelling fails to sell, transfer or grant with right of occupancy within this period, and the dwelling remains for sale, the owner shall make written application and obtain a new CCO.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner  Agent  Buyer

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Payment Required: Condo/Townhouse/Mobile Home:  \$125  
Single Family Home:  \$150

Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_