



APPLICATION FOR A CERTIFICATE of CONTINUED OCCUPANCY (CCO)

The CCO is designed to accomplish and affirm three (3) things:

1. There are no outstanding permits or inspections associated with the property.
2. No work has been done that required a Construction Permit.
3. Permits are filed and inspections are conducted for any work that requires a permit.

Should you/we 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.

Home Address Being Sold: _____

Name of Property Owner/POA: _____

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. 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 obtain a new CCO.

Sworn and subscribed to before me this _____ day of _____, 20____

Notary Public

Property Owner Signature/POA

Please complete the back side of this application.

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

Permit # _____ Date Issued: _____

Please indicate whether or not any of the following work has been done to the residence and if the home has any of the features listed below. If possible, provide the building permit number. If any work on this list was accomplished without a permit you will be required to secure and satisfy the necessary permits before the CCO will be issued.

	<u>Yes</u>	<u>No</u>	<u>Permit #</u>	<u>Office Use Only</u>
Central A/C (replacement)	_____	_____	_____	_____
Furnace (replacement):	_____	_____	_____	_____
Water Heater (replacement):	_____	_____	_____	_____
Generator:	_____	_____	_____	_____
Radon System:	_____	_____	_____	_____
Addition:	_____	_____	_____	_____
Finished basement:	_____	_____	_____	_____
Fireplace or Wood Stove:	_____	_____	_____	_____
Shed greater than 200 SF:	_____	_____	_____	_____
Swimming Pool:	_____	_____	_____	_____
Hot Tub:	_____	_____	_____	_____
Deck:	_____	_____	_____	_____
Gazebo:	_____	_____	_____	_____

It is possible that you purchased your house with some of the features above and that the work was done without permits.

You will nonetheless be required to secure and satisfy the necessary permits before the CCO will be issued. This assures that past mistakes are not repeated, and that your home is sold completely permitted and inspected as required.

Please be aware that any permits that are required and Certificates of Approval that are issued as a condition of a CCO are provided to the Tax Assessor.

Such permits may result in an added assessment for any improvements that were not previously included in the property evaluation and will impact the buyer accordingly.