

REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

FOR ADDITIONS/RENOVATIONS

-A copy of final health department approval. It is your responsibility to make an appointment with the Westport/Weston Health Department (203-227-9571) to schedule a final walk-through (if required by the Health Department).

-A Certificate of Zoning Compliance. Please call the Code Enforcement Officer at 203-222-2559 to make an inspection appointment.

-A final Certificate of Occupancy Building Inspection. Please phone the Building Department at 203-222-2659 to schedule an inspection appointment. Inspections are done on Monday through Friday afternoons, *by appointment only*. Please note that a CO inspection will not be done, nor a CO issued, if subcontractor licenses and/or permits are not on file for the property to be inspected.

-Sign-off by the Conservation Planner. If conditions were imposed by the Conservation Commission or Conservation Planner, it is your responsibility to schedule a final inspection with the Conservation Planner at 203-222-2681.

-Appointment with Tax Assessor. It will be necessary for the Tax Assessor to inspect the completed job. It is your responsibility to schedule an inspection with the Tax Assessor at 203-222-2607.

ONCE ALL OF THE ABOVE REQUIREMENTS HAVE BEEN COMPLETED, IT IS REASONABLE TO EXPECT THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY WITHIN ONE (1) WEEK'S TIME