

## **REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY**

### **For New Home Construction:**

-A copy of final health department approval. It is your responsibility to make an appointment with the Westport/Weston Health Department (227-9571) for this inspection and to provide this office with a copy of *each* of the following:

Well water approval  
Permit to Discharge  
As-built septic plan

-A Certificate of Zoning Compliance. Please call Robert Turner, Code Enforcement Officer at 222-2619 to make an inspection appointment.

-A final Certificate of Occupancy Building Inspection. Please phone the Building Department at 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 222-2681.

-Driveway sign-off by the Town Engineer. It is your responsibility to schedule a final driveway inspection with the Town Engineer. He can be reached at 222-2680.

***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.***