



## APPLICATION FOR CERTIFICATE OF OCCUPANCY

Pursuant to Section 11.04 of the Colchester Development Regulations, a Certificate of Occupancy (C.O.) is required for all building and zoning permits. A C.O. is the final step in the permitting process and documents project completion and compliance as permitted.

Subject Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Email & Telephone: \_\_\_\_\_

The work for which a Certificate of Occupancy is being requested was completed on \_\_\_\_\_ as authorized under Permit # \_\_\_\_\_ dated \_\_\_\_\_.

☐ I request an inspection of the premises indicated herein and issuance of a Certificate of Occupancy.

☐ I attest that the project wholly conforms with: 1) decisions and all conditions issued by the Development Review Board, as applicable; 2) the approved plans filed with the Town for the permit referenced herein and, 3) all applicable provisions of the Colchester Development Regulations and Code of Ordinances, including dimensional requirements and setbacks, unless previously modified by the Development Review Board.

☐ I attest that I have recorded in the land records a copy of the RBES or CBES Certificate, as applicable and pursuant to 24 VSA 4449.                      Or                      ☐ RBES/CBES requirement not applicable

☐ I have checked and can verify that the project is complete and matches what was shown on the approved plan or sketch. I understand that if it does not, my inspection will be failed and I will be responsible for an additional fee and inspection.

(If Applicable) This application is for a:

☐ Repeat inspection after a failed C.O. inspection

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*Fee: Included and pre-paid for permanent COs as part of the permit application.*

*Requests for permanent certificates made after human occupancy or after the expiration of the temporary certificate are required to pay an additional fee per Chapter 6 ½ of the Colchester Code of Ordinances.*

*Repeat inspections after failed inspections: \$127.00 per occurrence, to be paid prior to issuance of a permanent CO.*

**Please submit in person or electronically in PDF format to [pzinfo@colchestervt.gov](mailto:pzinfo@colchestervt.gov)**

*Last updated 7/1/2024*