

**Town of Shelburne, Vermont  
Certificate of Occupancy**

- A Certificate of Occupancy (CO) is required prior to making use of a newly erected structure, or as otherwise required. A CO will be issued by the Administrative Officer when a project complies with all applicable sections of local bylaws and the applicant has fulfilled all applicable conditions associated with local approvals.
- As-built drawings or plans shall be provided as part of all applications seeking COs for commercial or industrial structures having gross building footprints of 5,000 or more square feet.
- Note: A separate CO is required for each building governed by Permit.
- Energy certificates must be provided before a CO can be issued.

**Owner/Applicant Information:**

**A**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone (preferred phone #): \_\_\_\_\_

Owner Email: \_\_\_\_\_

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

Applicants Address: \_\_\_\_\_

Applicant Phone (preferred phone #): \_\_\_\_\_

Applicant Email: \_\_\_\_\_

**B**

**CO Information:**

Permit Subject to CO Request: \_\_\_\_\_

Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

Tax Map #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ . \_\_\_\_

**Fees:**

Certificate Fee \$85

Recording Fee: \$15

BES Certificate Recording Fee: \$15

Use: *(Check One)*

Residential

Non Residential

Construction: *(Check one)*

New Building

Addition/Renovation

**C**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ by \_\_\_\_\_ Fee Received: \_\_\_\_\_ by \_\_\_\_\_ Check #: \_\_\_\_\_

Tentative Inspection: \_\_\_\_\_ by \_\_\_\_\_ CO #: \_\_\_\_\_

**D**

Signature of Owner: \_\_\_\_\_  
Date

Signature of Applicant: \_\_\_\_\_  
Date

## CERTIFICATE OF OCCUPANCY CHECKLIST

Whenever possible, a copy of the associated zoning permit should be attached to this form along with any local (Town) "conditions of approval" associated with development of the property and documents establishing that the conditions have been met. To receive a Certificate of Occupancy (CO), you must provide a completed application and copies of any a) required as-built drawings and b) state energy certificate. You are also encouraged to propose dates on which any inspection(s) required for the CO can take place and should certify that construction related signage has been removed..

Applications for COs do not require review by the Development Review Board (DRB). Instead, the Administrative officer will coordinate review of the application by Town Staff and issue the CO when it is determined the property qualifies.

### CERTIFICATE OF OCCUPANCY PERMIT

(Completed by Town Staff)

**Certificate required by residential or commercial building energy standards:**

Certification Received    Yes or No    Date of Certificate \_\_\_\_\_

**Wastewater:**

Private \_\_\_\_\_ Authorization Letter Received \_\_\_\_\_

-OR

Public \_\_\_\_\_ Sewer Dept. Signature: \_\_\_\_\_

**Water:**

Private \_\_\_\_\_

-OR

Public \_\_\_\_\_ Water Dept. Signature: \_\_\_\_\_

**Roads:**

Private \_\_\_\_\_

-OR

Public \_\_\_\_\_ Highway Dept. Signature: \_\_\_\_\_

**Public Works/Stormwater:**

Public Works Signature: \_\_\_\_\_

**Outstanding items:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the event a CO request is denied, an applicant may appeal the denial to the Development Review Board or reapply after addressing outstanding issues identified by the Administrative Officer.

**The Town of Shelburne certifies the building(s) and/or use(s) at the referenced location conforms to the approved plans filed with the Planning and Zoning Department and applicable provisions of the Shelburne Zoning Bylaws and Subdivision Regulations as demonstrated by the applicant as of the date listed below.**

Certificate Granted \_\_\_\_\_ Denied \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Officer or Authorized Designee**