



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482
 www.shelburnevt.org 802-985-5118

CERTIFICATE OF OCCUPANCY APPLICATION*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE USE THIS FORM TO REQUEST APPROVAL TO OCCUPY STRUCTURE

A certificate of occupancy (CO) is required prior to making use of a newly erected primary 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 (such as Site Plan review, Design Review, or Conditional Use Review). A CO is also required when a primary structure is altered and such structure was vacant during the progress of the work of alteration. Certificates of Occupancy shall not be required for residential accessory structures. However, "As-built" drawings or plans shall be provided as part of all applications seeking Certificates of Occupancy for commercial or industrial structures having gross building footprints of 5,000 or more square feet. Energy certificates must be provided before a CO can be issued. **NOTE: A separate CO is required for each building governed by Permit. Also, construction signs must be removed upon occupancy.**

OWNER/APPLICANT INFO

PROPERTY OWNER			APPLICANT (Complete only if not owner)		
Name (please print)			Name (please print)		
Mailing address			Mailing address		
City	State	Zip	City	State	Zip
Email			Email		
Phone			Phone		
Signature			Signature		

Fees:					
Certificate Fee: \$50	<input type="checkbox"/>	Recording fee: \$15	<input type="checkbox"/>	BES Certificate Recording fee: \$15 per sheet	<input type="checkbox"/>

PERMIT SUBJECT TO CO REQUEST		USE (Check one)		CONSTRUCTION (Check one)	
Address		<input type="checkbox"/>	Residential	<input type="checkbox"/>	New Building
Permit #		<input type="checkbox"/>	Non Residential	<input type="checkbox"/>	Addition/ Renovation

CERTIFICATIONS

By signing this document applicant certifies that building and use(s) subject to permit above conforms to approved plans filed with the Planning & Zoning Department and with all applicable provisions of the Shelburne Zoning and Subdivision Bylaws and with applicable sections of state law governing issuance of Certificates of Occupancy.

Form continues on reverse side...

FOR OFFICE USE ONLY

Date received	by	Tentative inspection	by
Fee received	by	CO #	by

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