



CERTIFICATE OF OCCUPANCY / CERTIFICATE OF COMPLETION

CHECKLIST

1. Elevation Certificate.
2. Final Survey.
3. Final Termite Certification.
4. Letter from the Engineer of record certifying that the site meets all the criteria for access as established by the Americans with Disabilities Act.
5. Letter from the Engineer of record certifying that the paving, grading and drainage, striping and signage were constructed as described on the approved plans and specifications.
6. Letter from the Landscape Architect certifying that the landscape and irrigation was installed as approved by the Town and meets Town Code.
7. Schedule a final walk through with the Community Development Director. In attendance shall be the Community Development Director, Director of Public Works and Town Engineer.
8. Within thirty (30) days after the issuance of the Certificate of Occupancy or Certificate of Completion, the Applicant must provide a copy of the as-built drawings in hard copy and electronic formats to the Town. Included on the as-builts must be the elevations for the inverts of all pipes, the location of all structures, the elevations of all structures and any modifications to the approved plans.
9. Copy of the NPDES inspection logs (as applicable).
10. Review of Stormwater Management fees (if applicable).
11. Cost Recovery. All fees and costs incurred by the Town and billed to the Applicant shall be paid to the Town PRIOR to receiving a Final Certificate of Occupancy or Certificate of Completion.
12. Inspecting and testing the initial installation of the lighting security system shall be performed by the design professional who will issue certification attesting to functional compliance. A copy of this certification will be required prior to issuing a Certificate of Occupancy for the structure in which the lighting security system serves.

(FINAL APPROVALS – electronic signature or separate letter is acceptable)

Please sign and date:

_____(Building Official) / _____(CDD) / _____(Town Engineer) _____(Seacoast)