

# Certificate of Occupancy Request Form



Date:	Permit Number:	
<b>TO BE COMPLETED BY APPLICANT:</b>		
Property Owner/Contractor Name:	Phone:	Email:
Jobsite Address:		
<b>Submittal Requests (all items must be submitted to process this request)</b>		
<p>The following items must be submitted with this request form:</p> <ul style="list-style-type: none"> <li>Final, Stamped Improvement Location Certificate (ILC) with Grading and Drainage</li> <li>Inspection Card with Final Inspections Signed Off</li> <li>Any Fees Owed Must Be Paid</li> </ul> <p>For Commercial Properties Only:</p> <ul style="list-style-type: none"> <li>Bennett Watkins Fire Department Final Inspection Passed and All Fees Paid</li> <li>County Health Department Final Inspection Passed</li> <li>Town Engineering Approval</li> <li>Town Planning Department Approval</li> <li>Town of Bennett Business License</li> </ul> <p>I certify the above information is correct and agree to construct in accordance with the plat, building plans and specifications submitted, and in strict compliance with all the provisions of the zoning ordinance, building code, health and plumbing code. I understand this application must be approved before the property can be used in accordance with the request.</p> <p><b><i>*Residential CO's can take up to 48 business hours to process and Commercial CO's can take up to 72 business hours to process.</i></b></p>		
APPLICANT'S SIGNATURE:	DATE:	
<b>FOR OFFICE USE ONLY</b>		
Application Accepted by: _____		Date: _____
Utility Billing Approval: _____		Date: _____
Public Works Approval: _____		Date: _____
Commercial Approval/Notification		
Economic Development: _____		Date: _____
Planning Department: _____		Date: _____
Communications: _____		Date: _____