

To: Applicant

A Certificate of Occupancy or Certificate of Compliance must be issued for the work covered by this permit. All required inspections must be made in order for the Certificate of Occupancy or Certificate of Compliance to be issued, and it is your responsibility to make sure all inspections are made.

We have experienced many problems with building permits having expired (the contractor paid and gone) and the work completed, but no C/O or C/C issued. A lack of a certificate constitutes a violation and will cause you serious problems when you decide to sell or refinance your home.

The building permit is good for a maximum of 18 months.

A Certificate of Occupancy or Certificate of Compliance must be issued before you use the area covered by the permit.

Please sign this form as an acknowledgment that you have read and understand the above.

Applicant's Signature

Date: _____

