

TOWN OF CARMEL
BUILDING DEPARTMENT

Requirements for a Certificate of Occupancy

_____ FINAL APPROVAL FROM THE PUTNAM COUNTY BOARD OF HEALTH.

- a. Construction compliance on the septic system.
- b. Two copies of the "As Built" septic system with Board of Health stamp on each.
- c. A copy of the septic guarantee.
- d. A copy of the approved well log.

_____ FINAL DRIVEWAY APPROVAL FROM HIGHWAY DEPARTMENT.

_____ FINAL FIRE UNDERWRITERS CERTIFICATE ON THE ELECTRICAL.

_____ TWO COPIES OF THE FINAL SURVEY SHOWING ALL CONSTRUCTION, BELOW GRADE UTILITIES, AND DRIVEWAY LOCATION.

_____ CONSTRUCTION MUST HAVE PASSED ALL INSPECTIONS BY THIS DEPARTMENT.

_____ WHERE APPLICABLE, SITE WORK MUST COMPLY WITH ALL CONDITIONS OF THE APPROVED SITE PLAN, AND IS SUBJECT TO THE APPROVAL OF THE TOWN ENGINEERING DEPARTMENT.

Not all of the items may apply to your particular case. Please check with the Building Department to see which requirements do apply.

The fee for a residential Certificate of Occupancy is \$75, and the fee for a commercial Certificate of Occupancy is \$100. There is no fee for a temporary Certificate of Occupancy.

The property owner or agent thereof is responsible for obtaining the Certificate of Occupancy immediately after obtaining final papers and having a final inspection by this department.