

**TOWN OF WAITSFIELD
CERTIFICATE OF OCCUPANCY**

Application may be made by the property owner

or

by a legally designated representative with proof provided

Name of property owner: _____	
Mailing address: _____	Phone #: _____
911 address of property _____	Parcel # _____
Current use of property _____	
Name of representative (if applicable): _____	
Mailing address: _____	Phone #: _____

INSTRUCTIONS

1. Review all permits, with conditions if applicable, for compliance. A list of permits for a parcel can be printed from the Zoning Administrator's database. The applicant should research the history of the parcel by retrieving the permits and listing them on the back of this form.
2. If you have development on your parcel that is not documented in the Zoning Administrator's files/database or in other records filed with the Town, you must remedy the situation
3. Submit this application to the Zoning Administrator. The Zoning Administrator will visit the site, exterior only, for permit compliance. You do not need to be present. If the Zoning Administrator finds development that has not been permitted, you will be notified and given the opportunity to remedy the situation.

FOR OFFICE USE ONLY	
Certificate of Occupancy # _____	Date Received: _____
Fee Paid: \$ _____	Decision: _____
_____ Zoning Administrator	_____ Date
Fees: \$10 per page recording charge.	

