

Certificates for House Closing

Regional Building Department did not start issuing residential certificate of occupancy's until October of 1999, so any home built prior to that time will not have a CO on record. The process outlined below is a voluntary option that is not required by Regional Building Department. The fee for this service is \$250.

The Regional Building Department has developed a three tier process where, beginning **September 1, 2011**, a certificate can be obtained to be used in or for financial transactions for houses that currently do not have a Certificate of Occupancy.

Tier 1- Validation of Occupancy Certificate

- a) Original permit for the house was issued by RBD , post 1966
- b) No records of inspections
- c) Confirmation of assessor's records and zoning
- d) Site visit to determine current use

Tier 2 – Modified Certificate of Occupancy

- a) Original permit for the house was issued by RBD , post 1966
- b) Record of inspections except building final
- c) Confirmation of assessor's records and zoning
- d) Site visit to determine life/ safety checklist items

Tier 3 – Certificate of Occupancy (delayed)

- a) Original permit for the house was issued by RBD , post 1966
- b) Permit is more than two years old
- c) Record of all inspections including finals
- d) Confirmation of assessor's records and zoning
- e) Site visit to determine noted inspection deficiencies have been corrected

For further information, please contact:

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