

# CERTIFICATE OF OCCUPANCY APPLICATION

When all final sign-offs as required by the permit on the front of this document have been completed, fill out the application below for a CERTIFICATE OF OCCUPANCY and submit it with a check for \$25.00, (residential), or \$50.00 for commercial to the Oak Bluffs Building Dept.

## SECTION R110

### CERTIFICATE OF OCCUPANCY

**R110.1 Use and occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the *jurisdiction*. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the *jurisdiction* shall not be valid.

**R110.3 Certificate issued.** After the *building official* inspects the building or structure and finds no violations of the provisions of this code, or other laws that are enforced by the department of building safety, the *building official* shall issue a certificate of occupancy which shall contain the following:

**REQUEST:** To be completed by contractor or home owner.      MAP                  PARCEL \_\_\_\_\_

1. The building permit number and date issued. \_\_\_\_\_
2. The address of the building or structure. \_\_\_\_\_
3. The name, address and contact info of the owner.  
\_\_\_\_\_
4. A description of that portion of the structure for which the certificate is issued. \_\_\_\_\_  
\_\_\_\_\_
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code. \_\_\_\_\_
6. The name of the building official. \_\_\_\_\_
7. The edition of the code under which the permit was issued. \_\_\_\_\_
8. If an automatic sprinkler system is provided and whether the sprinkler system is required.  
\_\_\_\_\_
9. Any special stipulations and conditions of the building permit. \_\_\_\_\_  
\_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**ALL INFORMATION IS REQUIRED**

DATE STAMPS: