



APPLICATION FOR CERTIFICATE OF OCCUPANCY and request for inspection

Pursuant to Section 11.04 of the Colchester Development Regulations, a Certificate of Occupancy (C.O.) is required for all building and zoning permits. A C.O. is the final step in the permitting process and documents project completion and compliance as permitted.

Subject Property Address: _____

Applicant Name: _____

Applicant Email: _____ ☐ Check if Preferred

Applicant Telephone: _____ ☐ Check if Preferred

The work for which a Certificate of Occupancy is being requested was completed on _____ as authorized under Permit # _____ dated _____.

☐ I have checked and do verify that the project is complete and matches what was shown on the approved plan or sketch. I understand that if it does not, my inspection will be failed and I will be responsible for an additional fee and inspection.

☐ (if applicable) I attest that the project wholly conforms with the decisions and all conditions issued by the Development Review Board and the approved plans filed with the Town for the permit referenced herein.

ENERGY CERTIFICATION

☐ I attest that I have recorded in the land records a copy of the RBES or CBES Certificate, as applicable and pursuant to 24 VSA 4449.

Or

☐ RBES/CBES requirement not applicable.

(If Applicable) This application is for a:

☐ Repeat inspection after a failed C.O. inspection

Applicant Signature

Date

Fee: Included and pre-paid for permanent COs as part of the permit application.

Requests for permanent certificates made after human occupancy or after the expiration of the temporary certificate are required to pay an additional fee per Chapter 6 1/2 of the Colchester Code of Ordinances.

Repeat inspections after failed inspections: \$131.00 per occurrence, to be paid prior to issuance of a permanent CO.

Please submit in person or electronically in PDF format to pzinfo@colchestervt.gov

Last updated 7/1/2025