

IT IS THE OWNER OR HIS/HER AGENT'S RESPONSIBILITY TO OBTAIN ALL NECESSARY APPROVALS.

# APPLICATION CERTIFICATE OF OCCUPANCY AND ENERGY COMPLIANCE STATEMENT



DATE SUBMITTED: \_\_\_\_\_

Does application constitute change of use of the structure? (Check one)  
YES  NO

Code Enforcement Department Phone: (603) 527-1293 / FAX: (603) 527-1266

PROPERTY OWNER:	
OWNER'S ADDRESS:	OWNER'S PHONE NO:
PROPERTY LOCATION/BUILDING ADDRESS:	
USE (Please check one): Residential <input type="checkbox"/> Commercial <input type="checkbox"/>	
BUILDING PERMIT NUMBER ISSUED:	
CONTRACTOR'S NAME:	
CONTRACTOR'S ADDRESS:	
CONTRACTOR'S PHONE #:	CELL #:

In order to ensure your CO is processed in a timely fashion, please obtain ALL signatures from each department. Failure to do so may delay approval of your CO.

1ST STOP	<u>PLANNING/ZONING DEPT-City Hall (527-1264)</u> (AS-BUILT MAY BE NEEDED) Approved by:	Date:
2ND STOP	<u>FINANCE DEPT. - City Hall (524-3877)</u> Approved by:	Date:
3RD STOP	<u>WATER DEPT-988 Union Ave (524-0901)</u> Approved by:	Date:
4TH STOP	<u>PUBLIC WORKS DEPT- 27 Bisson Ave (528-6379)</u> (SEWER-PLUMBING-SITE APPROVAL-DRAINAGE) Approved by:	Date:
5TH STOP	<u>FIRE DEPT - 848 N Main St (524-6881)</u> Approved by:	Date:
LAST STOP	<u>CODE ENFORCEMENT DEPT-City Hall (527-1293)</u> (ELECTRICAL and BUILDING INSPECTION) Approved by:	Date:

PLEASE TURN PAGE OVER FOR MORE IMPORTANT INFORMATION NEEDED →

**ENERGY COMPLIANCE and ELEVATION CERTIFICATE STATEMENT**

The undersigned states that the structure at the above-mentioned address has received a New Hampshire PUC (Public Utilities Commission) Energy Certification approval number, required by NH, RSA 155D. According to RSA 155, D-6, **no** CO (Certificate of Occupancy) document will be issued **without** the signature of the Building Contractor. The undersigned states that all NH energy compliance laws are in compliance, concerning this structure.

In addition, per the US. Department of Homeland Security Federal Emergency Mgmt Agency, National Flood Insurance Program, OMB No. 1660-0008, an Elevation Certificate is to be completed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information when elevation information is required for Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO. The undersigned states that an elevation certificate is complete and attached to this CO request.

**155-D:6 Permit not to Issue; Injunction; Penalties. –**

I. The building inspector or designated official shall not issue a building permit unless the provisions of this chapter have been complied with.

I-a. In cities and towns which have adopted a building code, a building inspector or other designated official shall not issue either a temporary or permanent occupancy permit unless a certificate of compliance form for the code has been signed by the builder. The compliance form shall be an integral part of the occupancy permit. A copy of this occupancy permit/certificate of compliance form shall be filed with the building inspector.

I-b. Any city or town which has not adopted a building code shall require builders or contractors to complete a certificate of compliance form for the code, which shall be an integral part of the building application approved by the public utilities commission. This form shall be filed with the governing body of the city or town.

II. Any building erected, constructed, altered or reconstructed in violation of this chapter shall be deemed an unlawful structure, and the building inspector or other administrative officer charged with enforcement, may bring an action to enjoin such erection in the superior court of the county in which the building is located.

III. Any person who violates the provisions of this chapter shall be guilty of a misdemeanor.

Source.1979, 460:1. 1986, 85:3. 1990, 147:8, eff. June 18, 1990.

<b>BUILDER/CONTRACTOR NAME</b> (Please print):	
<b>SIGNATURE OF BUILDER/CONTRACTOR:</b>	<b>DATE:</b>

**FOR OFFICE USE ONLY:**

FEE:  PERMANENT CO:  TEMPORARY CO:

**COMMENTS:**


**CODE OFFICIAL'S APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_