

Residential Certificate of Occupancy Requirement List

Temporary Certificate of Occupancy

Prior to reviewing for a Temporary Certificate of Occupancy on a residential home, the following must take place:

- Final grade as-built certification and inspection
 - Submit (3) hard copies of as-builts to the Building Division for approval prior to scheduling final grade inspection
- Final building inspection
 - All building and trade permits must have a partially or fully approved final inspection and recommendation of a Temporary Certificate of Occupancy from each inspector
- Tree planting inspection
 - The Engineering & Environmental Services Division must do a site visit to ensure that any required tree plantings have been completed
 - An additional bond amount of \$100/inch owed will be required if plantings are incomplete
- TCO Request Form & Fee
 - The Request for Temporary Certificate of Occupancy form and \$25 fee must be submitted to the Building Division
- TCO Bond
 - Once the TCO request has been reviewed and approved by all parties, a bond amount depending on the items outstanding will be configured by the Building Official.
 - The bond must be posted by the permit holder prior to issuance of a TCO. **No party other than the permit holder can pay the bond.**
 - The bond will be refunded upon issuance of a Full C of O when all outstanding requirements are completed and inspected, and any other outstanding fees have been paid.

Residential Full Certificate of Occupancy

- Upon full approval of the final building inspection, the Township will automatically begin the review for a Full Certificate of Occupancy.
- All permits pertaining to the project must be finalized, any outstanding fees paid, and all other requirements from other departments must be met prior to issuance.