



## **Guidelines for Minimum requirements for Certificate of Occupancy**

1. Exterior of structure must be complete in its entirety, including site cleanup and required landscaping. Approval of active subdivision Homeowner Associations must be obtained. If construction or inspection cannot be completed because of snow cover, a cash bond may be accepted to guarantee completion. The bond amount shall be 1 ½ times the estimated cost of the uncompleted/un-inspected work.
2. Final approval of the sewer/septic authority must be obtained.
3. Final approval of the local Fire District must be obtained (if required).
4. Third party Air Sealing or Blower Door Test report must be obtained.
5. All safety related items must be complete. This includes, but is not limited to, guardrails, handrails, stairways, required tempered glass and exposed electrical wiring.
6. All required electrical code items must be complete and operating.
7. The kitchen must be fully functional, with hot & cold running water, washing, cooking and refrigeration facilities.
8. At least one bathroom must be fully functional, with hot and cold running water, washing, bathing and toilet facilities.
9. The heating system must be fully functional.