REQUEST FORM MUST BE COMPLETE - INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Permit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of New Structure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flood Zone (where new construction is located) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INITIAL EACH ITEM BELOW TO VERIFY THAT THE REQUIREMENT HAS BEEN MET:**

\_\_\_\_\_\_ ALL APPLICABLE SUPPLEMENTAL PERMITS HAVE BEEN ISSUED

\_\_\_\_\_\_ COMPLETE TERMITE TREATMENT DOCUMENTATION SUBMITTED

\_\_\_\_\_\_ HVAC COMPLIANCE (BLOWER DOOR TEST) SUBMITTED

\_\_\_\_\_\_ FINAL SEPTIC TANK APPROVAL HAS BEEN SUBMITTED (IF APPLICABLE)

\_\_\_\_\_\_ FINAL ELEVATION CERTIFICATE (IF STRUCTURE IS LOCATED IN SPECIAL FLOOD HAZARD AREA)

\_\_\_\_\_\_ V ZONE CERTIFICATE (V/VE FLOOD ZONES ONLY)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, HAVE VERIFIED FROM THE PERMIT PORTAL THAT ALL APPLICABLE SUPPLEMENTAL PERMITS HAVE BEEN OBTAINED AND ALL FINAL DOCUMENTATION HAS BEEN SUBMITTED. I AM REQUESTING THE CERTIFICATE OF OCCUPANCY.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner/Contractor Signature Date**