

**TOWN OF WARWICK  
CERTIFICATE OF OCCUPANCY APPLICATION**

**\$75 APPLICATION FEE  
CHECK OR CASH  
MAKE PAYABLE TO: TOWN OF WARWICK**

Application is hereby made to the Building Department for the issuance of a Certificate of Occupancy pursuant to the Code of the Town of Warwick. The applicant agrees to comply with all applicable laws, ordinances, and regulations.

Today's Date: \_\_\_\_\_

**SITE DATA**

Street Location: \_\_\_\_\_ Section - Block - Lot: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permit Use: \_\_\_\_\_ Permit dated: \_\_\_\_\_

Date of **PASSED** Inspection: \_\_\_\_\_, 20\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**CHECK LIST-FOR NEW CONSTRUCTION (ALL must be checked prior to submission)**

____ Certified final survey	____ Blower door test results
____ Electrical - Final Certificate	____ Water test results
____ Water well drillers log	____ Highway entrance release form (State or County roads)
____ Septic location (as built)	____ Driveway paved (inspected by DPW) <b><u>OR</u></b> Paving Escrow form
____ Septic inspection certification	____ Final as-built construction plans stamped by NYS architect/engineer (PDF) OR letter from architect/engineer stating no field changes from original drawings.

Additional Fees (if any)      \$      \_\_\_\_\_

C/O Application Fee      \$      **75.00**

Total Fees      \$      \_\_\_\_\_

Building Inspector Approval: \_\_\_\_\_

The undersigned declares that the actual cost of construction under the building permit number listed above was \$\_\_\_\_\_, and here by accept the design professional's acknowledgement that the above project was completed in accordance with generally accepted standards and approved plans provided.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**NOTARY PUBLIC**

\_\_\_\_\_  
**(Owners Signature)**

**Notary Stamp:**

FEE PAID: \$ \_\_\_\_\_

CHECK #: \_\_\_\_\_

AMOUNT OF CHECK: \$ \_\_\_\_\_

(Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost is less than the estimated cost stated in the Application for Building Permit, no portion of the fee paid upon the filing of the application will be refunded).

**NOTICE:**

THIS CERTIFICATE OF OCCUPANCY IS FOR INTERNAL CODE ENFORCEMENT AND RECORD KEEPING PURPOSES ONLY, PURSUANT TO THE TOWN'S GENERAL DUTY TO PROTECT THE PUBLIC HEALTH, SAFETY, AND WELFARE. THIS CERTIFICATE IS ISSUED SOLELY WITH RESPECT TO A SPECIFIC BUILDING PERMIT APPLICATION MADE TO THE TOWN AND DOES NOT IMPLY COMPLIANCE WITH ALL CODES. NO PERSON MAY RELY ON THIS CERTIFICATE OR ON ANY ACTS OR REPRESENTATIONS OF TOWN EMPLOYEES TO ESTABLISH ANY SPECIAL RELATIONSHIP OR DUTY WITH RESPECT TO THE TOWN. PERSONS SEEKING TO VERIFY COMPLIANCE WITH APPLICABLE LAWS AND CODES MUST INDEPENDENTLY ESTABLISH SUCH COMPLIANCE. CERTIFICATES ISSUED UPON MISINFORMATION OR MISTAKE ARE INVALID.