

**OBTAINING A CERTIFICATE OF OCCUPANCY**  
**For Residential Structures or Uses**

**Write a letter requesting a Certificate of Occupancy and submit it to the Land-Use Department.**

At least 14 days' notice, exclusive of weekends and holidays is needed before the issuance of any Certificate of Zoning Compliance and a Certificate of Approval & Occupancy.

*For project status information you should phone*

**Lina – Land-Use Administrative Assistant at 393-2100 ext. 1113**

**LFrazer@bethany-ct.com**

**(Monday: – Friday 10:00 AM – 2:00 PM)**

The following departments will need to review your request for a Certificate of Occupancy. Each department has certain requirements that must be satisfied prior to the issuance of the Certificate of Occupancy.

- 1) **Health Department**: An as-built septic plan, well completion report and basic profile water test are required prior to approval. Once approved, a Permit to Discharge will be issued and the Sanitarian will sign off for Certificate of Occupancy.  
**Quinnipiac Valley Health District: (203) 248-4528 www.qvhd.org**
  
- 2) **Inland Wetlands**: If an Inland Wetlands Permit or Site Plan Approval has been granted, an inspection will be conducted to assure compliance with the Inland Wetland Regulations. Cash bonds and surety may be required if site is not stabilized and may be required if driveway and/or apron are not paved.  
**Hours:** Monday – Friday, by appointment & Monday evenings 7:00 – 8:30 PM  
**Inland Wetlands Enforcement Officer – Isabel Kearns (393-2100 ext. 1135)**
  
- 3) **Public Works Director**: An inspection will be conducted to assure compliance. An additional cash bond and surety may be required if driveway is not in total compliance or if the paved driveway apron has not been installed.  
**Hours:** By appointment  
**Public Works Director – Alan Green (203) 393-1555**
  
- 4) **Zoning Department**: An inspection will be conducted to assure compliance with the Zoning Regulations prior to issuance of a Certificate of Zoning Compliance.  
**Hours:** Monday – Friday, 9:00 AM – 4:30 PM & Monday evenings 7:00 – 8:30 PM.  
**ZEO – Isabel Kearns (393-2100 ext.1135)**
  
- 5) **Building Department**: The MEC check, Combustion Air Calculations and Heat Loss/Gain Calculations may also be required prior to the issuance of a Certificate of Occupancy.  
**Hours:** By appointment & Monday evenings 7:00 – 8:30 PM.  
**Building Official – Robert Walsh (393-2100 ext. 1116)**  
**Assistant Building Official – Brian Donovan (393-2100 ext. 1117)**

**SIGN OFFS**  
**CERTIFICATES OF COMPLIANCE & OCCUPANCY**  
(Structures and Uses)

Date: \_\_\_\_\_

Property Location: \_\_\_\_\_

**Description of Project:** Certificate of Compliance & Occupancy for \_\_\_\_\_

---

**Sanitarian:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

**Wetland Enforcement Officer:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

**Zoning Enforcement Officer:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

**Building Official:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---