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**\*\* OCCUPANCY PERMIT CHECKLIST\*\***

LOCATION \_\_\_\_\_ MAP & LOT \_\_\_\_\_

Any permit to occupy a residential or commercial building requires the following departments to signify to the Planning Department that all requirements applicable to the occupancy of the above cited building are in compliance.

- 1. **Final Electrical Inspection**
- 2. **Final Plumbing Inspection**
- 3. **Final Building Inspection**
- 4. **Final Inspection from Road Agent (Don Foss 635-8526)**
- 5. **Bed-bottom Inspection from Health Agent**
- 6. **Septic As- Built Plan**

The following information must accompany this form or be on file at the Planning Dept.:

- Certified Plot Plan** showing location of building, well and septic system. All lot markers shall be installed (granite bounds; iron pipes) certified by letter or located on plot plan.
- Letter stating **WCD Signs** are up and photo's if available (If there are wetlands on the property).
- Copy of **Operation Approval** from New Hampshire Water Supply and Pollution Control Commission must accompany this form.
- Oil/Gas Burning Permit** (from the Fire Department 635-2703)
- Copy of **Well Test** to be done by a **NH Certified Well Testing Lab** in accordance with Section 5 of the Board of Health Water Supply Regulations – Well Ordinance.
- A completed **Well Data Report** submitted by the well driller or his agent.

All necessary approvals **must be submitted** to the Planning Department at least **3 business days in advance** of requesting an occupancy permit. **NO EXCEPTIONS!!!!**

*I hereby certify that all the above approvals have been submitted to the Planning Department in accordance with above.*

Signature of Builder/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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