

CODE ENFORCEMENT OFFICE
Town of Patterson
 1142 Route 311 | P.O. Box 470 | Patterson, NY 12563
 845.878.6319 | buildingdepartment@pattersonny.org



TM #: _____

Permit #: _____

Certificate of Occupancy Checklist

Instructions: This list must be completed by applicant and submitted along with the required supporting documentation. Please allow 7-10 business days for review prior to the issuance of a C.O.

Required Documents	Submitted (Applicant)	Reviewed (Building Dept.)
1) <u>As-Built Survey</u> . Dwellings must be placed in the same location indicated on the site plan map or subdivision map. All footing placements must be surveyed.	_____ Initial	_____ Initial
2) <u>As-Built SSDS</u> . Attach one (1) copy.	_____	_____
3) <u>Water Analysis</u> . Attach one (1) copy.	_____	_____
4) <u>Septic Guarantee</u> . Attach one (1) copy.	_____	_____
5) <u>Putnam County Department of Health Certificate of Compliance</u> . Attach.	_____	_____
6) <u>Completed driveway</u> . If a driveway waiver was obtained from the Planning Board and a bond was posted with the Town Clerk, attach one (1) copy. <div style="text-align: center;"> Bond Posted? Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	_____	_____
7) <u>Adequate erosion control</u> . If an erosion control bond was approved by the Town Planner and posted with the Town Clerk, attach one (1) copy. <div style="text-align: center;"> Bond Posted? Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	_____	_____
8) <u>Final Electrical Inspection</u> . With verification.	_____	_____
9) <u>Final Gas Inspection</u> . With verification.	_____	_____
10) <u>E-911 Numbers</u> . Must be posted at driveway entrance AND on the dwelling(s)	_____	_____
11) <u>Alarm company</u> . Give notification representative information (if applicable). Attach contact information.	_____	_____
12) <u>Notice of Truss Construction</u> . Form must be completed and emblem must be posted on the electrical box.	_____	_____
13) <u>Blower Door Test (HVAC)</u> . With verification.	_____	_____
14) <u>Duct Test (HVAC)</u> . With verification.	_____	_____