BUILDING BUREAU
CITY OF STAMFORD

Please Note: This form MUST be completed prior to any permit issued by the Bldg Dept

Investigation Fees prior to Certificate of Occupancy - Certificate of Approval

Please be advised that your signature, as the owner requesting a Building, Electrical, Plumbing & HVAC permit will be required certifing your clear understanding of what would be required if final inspections have not been obtained prior to a Certificate of Occupancy or approval.

(NOTE) Effective October 1, 2012 **Public Act 12-184** has been adopted whenever any alteration or additions take place in a one or two family dwelling occupied during construction that a battery operated smoke alarm and a CO alarm if required be installed. Public Act 12-184 can be viewed @www.cga.ct.gov

Section 123.5 of the Stamford code of ordinances are as follows;

(1) Certificate of Occupancy shall be required for all new construction, pools, decks or accessory structures before occupancy where the work has not been inspected or finalized in accordance with the Connecticut State Building Code. Alterations and renovations shall require a Certificate of Approval for all completed work that does not require a Certificate of Occupancy. Any person, owner or contractor who allows occupancy and has not obtained an approval before final inspections are made shall be subject to a fee of One Thousand Dollars ($1,000.00).

(2) Whenever a Certificate of Occupancy is requested by an owner from the Building Department for construction, alterations or any activity requiring a permit, one year or more after final inspections have been performed (or partial Certifiate of Occupancy have been issued), an additional fee of One Thousand Dollars ($1,000.00) shall be paid by the owner before said certificate is issued.

(3) Whenever any Electrical, Plumbing or Mechanical permit is issued for any work, and such work has been completed but no Certificate of Approval has been obtained within one year of completion, the permittee shall pay a fee of Two Hundred Dollars ($200.00).

I_____ cerify that on _____
(Print) Building Owner's Name **Date**
at the address known as _____ have read

the above ordinance investigation fees that will be assessed if final inspections have not been obtained for Certificate of Occupancy, or Certificate of Approval.

Signed _____
Signature of Building Owner

OVER

INSPECTION PROCEDURE:

- **After a building permit has been issued a HVAC, Plumbing and Electrical permits must be obtained before work is performed.**

- **After rough work has been done in walls and ceiling rough inspections must be called in prior to framing inspections.**

- **After all rough inspections have been completed and signed off a framing inspection needs to be called in before closing walls and ceilings.**

- **After all rough inspections have been signed-off on the building card and work has been completed all final signatures have been obtained including all other required departments. The building card must be returned to the building department and a proper certificate will be issued.**

- **When an HVAC, Plumbing, Fire Protection, Roof and Siding permit has been issued without a building permit a final inspection must be obtained and a certificate of approval will be issued.**