

**SUBMISSION OF CERTIFICATE OF OCCUPANCY**

The applicant is solely responsible for submitting a Certificate of Occupancy and published recording fee to the Town of Danville, upon completion of the permitted project. Until the Certificate of Occupancy is received by the Town of Danville, an outstanding permit request will remain in the land records. The sole purpose of the Certificate of Occupancy is to ensure the applicant has completed the project in concurrence with the requirements stated in the approved permit.

**CERTIFICATE OF OCCUPANCY**

**IMPORTANT: PLEASE READ REQUIREMENTS OF CERTIFICATE ON REVERSE SIDE**

I hereby certify that I have completed the project in full compliance with all of the requirements stated and documented in Zoning Permit # \_\_\_\_\_ Recording Fee: **\$15.00** *(due with submission of this form)*

#1 Owner's Name (printed) <i>(as it appears on deed)</i>	#1 Signature	Date
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#2 Owner's Name (printed) <i>(as it appears on deed)</i>	#2 Signature	Date
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I hereby certify that on behalf of the TOWN OF DANVILLE, the applicant has completed the project in full compliance with all of the requirements stated and documented in their Zoning Permit and is considered closed.

Zoning Administrative Officer	Date
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Other comments: \_\_\_\_\_

Duly signed Certificate of Occupancy to be attached to permit and filed in Land Records of the TOWN OF DANVILLE.

NOTE: A project that has not been substantially started within 2 years of the permit approval date shall be considered cancelled. Should the applicant wish to proceed with the project, a new permit will be required including the full approval process and fees.

Should the applicant choose to modify or change the project after permit approval, the applicant must contact the Zoning Administrator to determine if the permit requires modification and/or reconsideration.

All outstanding permits that have NOT been closed by the TOWN OF DANVILLE are considered attached to the parcel of land and will be considered transferred to any subsequent landowner(s) of that same parcel of land.

## **Section 809: Certificate of Occupancy**

**809.1** No use of any land or structure may commence until the Zoning Administrator has issued a Certificate of Occupancy in accordance with 24 V.S.A. § 4449. Previous versions of this bylaw called for a Certificate of Compliance which is the same as a Certificate of Occupancy. Note that signs and subdivisions do not require a Certificate of Occupancy.

**809.2** When the Zoning Administrator issues a zoning permit, he or she shall also issue an application for a Certificate of Occupancy. Prior to the use of the land or structure, the applicant shall submit a completed Certificate of Occupancy application to the Zoning Administrator.

**809.3** When submitting an application for a Certificate of Occupancy, the applicant shall also submit a copy of the septic permit, certificates as required by 30 V.S.A. § 51 (residential building energy standards) or § 53 (commercial building energy standards), and elevation and other floodproofing certificates (or letters determining that such permits are not required) as applicable.

**809.4** The Zoning Administrator shall not issue a Certificate of Occupancy until all necessary approvals and permits required by these regulations have been obtained for the project and the project has been fully completed in conformance with all such approvals and permits.

**809.5** Within 30 days of receipt of the application for a Certificate of Occupancy, the Zoning Administrator or their delegate shall inspect the premises to ensure that all work has been completed in conformance with the zoning permit and associated approvals, including all applicable permit conditions. If the Zoning Administrator fails to either grant or deny the Certificate of Occupancy within 30 days of the submission of an application, the Certificate of Occupancy shall be deemed issued on the 31st day.

**809.6** If an applicant does not submit an application for a Certificate of Occupancy within 30 days of completing a project, the applicant is in violation of this bylaw, and after suitable reminders and warnings may be subject to penalties in accordance with this bylaw.

**The Certificate of Occupancy is in effect in coordination with the Danville Bylaws as revised and adopted on April 15, 2021.**