



## BUILDING DEPARTMENT

### **REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION**

**Note: a *Certificate of Occupancy* is required when you construct a new building or add to an existing building. A *Certificate of Completion* is issued when you renovate/remodel an existing building, such as kitchen and bath remodels, new windows, roofing or siding, etc. or create new finished space in an existing building, such as a finished basement or finished attic.**

Section 118.3 of the State Building Code Connecticut Supplement states: No building or structure erected or altered in any municipality after October 1, 1970, shall be occupied or used, in whole or in part, until a Certificate of Occupancy has been issued by the code official, certifying that such building or structure substantially complies with the provisions of the State Building Code.

To obtain a Certificate of Occupancy or Certificate of Completion, **some or all** of the following items are required.

1. All permits (building, electrical, plumbing, heating/cooling) must be completed, fee paid and on file.
2. All inspections required by the Building Official and Fire Marshal must be conducted at the proper time during the construction process.
3. Final inspection by the Building Official.
4. Concrete supplier/installer form, blower door test, duct pressure test.
5. The Fire Marshal's Office must perform a final inspection on all commercial and multi-family occupancies.
6. Final approval from the Farmington Valley Health District or the Canton Water Pollution Control Facility depending upon jurisdiction.
7. Approval from the Planning and Zoning Commission, Historic Commissions or Inland Wetlands and Watercourses Agency, as required.
8. A statement signed by the Architect or Professional Engineer and the General Contractor stating that the completed structure or addition is in substantial compliance with the approved plans on file. (2016 CT. State Building Code Section 111.1.4. & CGS 29-276c)
9. The Canton Zoning Enforcement Officer may require a certified as-built plot plan constructed to A-2 standards. Please contact the ZEO at 860-693-7856 for information.
10. Any other conditions as may be required by a Town of Canton Board, Commission or Official.

The 2022 CT. State Building Code, Section 111.3 Temporary Occupancy, states: "The Building Official may issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided such portion or portions shall be occupied safely prior to full completion of the building or structure without endangering life or public welfare. Any occupancy permitted to continue during completion of the work shall be discontinued within 30 days after completion of the work unless a certificate of occupancy is issued by the Building Official."

If you have any questions please contact the Building Department,

Rand D. Stanley, Building Official, Canton, CT, 860-693-7856 [rstanley@townofcantonct.org](mailto:rstanley@townofcantonct.org)