

Town of Roxbury
PO Box 189 – 56 Hillcrest Drive
Roxbury, NY 12474

Richard Briscoe, CEO PH 607-326-7643

FAX 607-326-6826

buildinginspector@roxburyny.com

**APPLICATION FOR CERTIFICATE OF
OCCUPANCY OR COMPLIANCE**

Permit # _____

Application Date _____

The undersigned hereby applies for a Certificate of Occupancy or Certificate of Compliance for the construction that was permitted.

Physical Address of Property: _____

(911 number & street address)

NO CERTIFICATE OF OCCUPANCY OR COMPLIANCE WILL BE ISSUED WITHOUT THIS NUMBER

To obtain a 911 number for your newly built structure on vacant land, or if you do not know your 911 number on property with existing structures, you must contact Delaware County Emergency Services at 607-832-5600. Old Fire Numbers on red signs (ie: VM291) are not valid anymore.

Did the work completed under the permit issued include electrical work? **YES** **NO**

If YES, you must include a copy of the electrical inspection certificate

Did the work completed under the permit include septic work? **YES** **NO**

If YES, you must include a copy of the letter/plan from NYCDEP approving the septic work as built

FEE: Regular Building Permit \$25.00 Commercial Building Permit \$100.00 If paying by check, please make payable to "Roxbury Town Clerk"

Property Owner Name _____

Mailing Address _____

Telephone # _____

The holder of the above noted Building Permit herewith applies for a Certificate of Occupancy or Compliance declaring all work proposed to be done under the Building Permit has been completed.

Owner Signature

Date