

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



Office Use Only

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 (To be Completed by Applicant)	Reviewed (To be Completed by Building Dept.)
1) As-Built Survey. Dwellings must be placed in the same location indicated on the site plan map or subdivision map. All footing placements must be surveyed prior to any other construction.	Initial	Initial
2) As-Built SSDS. Attach one (1) copy.	_____	_____
3) Well Log. Attach one (1) copy.	_____	_____
4) Water Analysis. Attach one (1) copy.	_____	_____
5) Septic Guarantee. Attach one (1) copy.	_____	_____
6) Putnam County Department of Health Certificate of Compliance. Attach one (1) copy.	_____	_____
7) Completed driveway. If a driveway waiver was obtained from the Planning Board, attach one (1) copy. <div style="text-align: right;"> Waiver Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	_____	_____
8) Final Electrical Inspection. With verification.	_____	_____
9) Final Gas Inspection. With verification. <div style="text-align: right;"> Required? Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	_____	_____
10) E-911 Numbers. Must be posted at driveway entrance AND on the dwelling(s) on the site.	_____	_____
11) Plumbing Riser Diagram.	_____	_____
12) Alarm company. Give notification representative information (if applicable). Attach contact information.	_____	_____
13) Notice of Truss Construction. Form must be completed and emblem must be posted on the electrical box.	_____	_____