

Certificate of Continued Occupancy

A CCO, Certificate of Continued Occupancy, is required when selling a home and is the responsibility of the seller. The cost to apply for a CCO is \$75.00 (checks or cash accepted).

Smoke Detector/Carbon Monoxide Certificate is \$50.00 (check or money order only) submit both forms and fees to the Construction Office.

A CCO is good for 180 days from the date of issuance.

Prior to scheduling your Certificate of Occupancy, be sure to review the checklist of the “Most Common Rejection List”. This list can be obtained from the Construction Office and is usually given out when applying for a CCO. The list can also be viewed on this site. It is imperative these items be addressed prior to the inspection date in order to avoid delays, as well as avoiding the need for a re-inspection. It is also necessary to “close out” all existing open permits prior to the CCO inspection.

Fire Detector /Carbon Monoxide Form is available at the Construction Office