

Town of Roxbury
Office of the Building Inspector
PO Box 189 – 53690 State Hwy. 30
Roxbury, NY 12474

Tomi Tompkins, Bldg. Insp/CEO

Phone/Fax 607-326-7643

buildinginspector@roxburyny.com

**APPLICATION FOR CERTIFICATE OF
OCCUPANCY OR COMPLIANCE**

Building Permit # _____

Application Date _____

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 607-746-9600 to obtain your number. Old Fire Numbers on red signs (ie:VM291) are not valid anymore.

Did the work completed under your permit require electrical work? YES NO
If YES please include a copy of your electrical inspection certificate

Did the work completed under your permit require septic work? YES NO
If YES please include a copy of the letter from NYCDEP
approving the septic work as built

FEE: \$25.00

If check, please make payable to Roxbury Town Clerk

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

Property Owner Name: _____

Mailing Address: _____

Telephone Number: _____

Signature: _____