

TOWN OF ROXBURY
OFFICE OF THE BUILDING INSPECTOR
PO BOX 189
ROXBURY, NY 12474

William Walcutt, Bldg. Insp / CEO
(607) 326- 7643 Phone / Fax

Town Clerk's Office
(607) 326-7641

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Building Permit Number _____ Application Date _____

Physical Address of Property _____
(911 number & street address) _____

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. **NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHOUT THIS NUMBER AND ADDRESS.**

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

Accompanying this application are final electrical inspection and septic system construction approval, if applicable.

FEE \$25.00

Applicant's Name _____

Mailing Address _____

Telephone Number _____

SIGNATURE _____

NOTE: No work may be performed after issuance of a Certificate of Occupancy except for incidental landscaping or interior decoration.