

Fairfax Town Office
12 Buck Hollow Road, Fairfax, VT 05454
802-849-6111

IMPORTANT INSTRUCTIONS ABOUT OBTAINING A CERTIFICATE OF OCCUPANCY

Dear Home Builder,

I am enclosing a sample of the Certificate of Occupancy that will need to be completed by the Zoning Office prior to anyone living in the newly constructed home. Please insure that all these items are complete in a timely manner in order to make getting a CO a smooth process.

1. Visible 911 number – this can be ordered with the Fairfax Rescue and the form is included with this package. They will install.
2. Culvert and driveway inspected by Fairfax Road Foreman (this applies to all drives and roads off of Town Roads). IF YOU ARE NOT ON A TOWN ROAD, state approval must be provided.
3. Set back requirements met (the distance required from your property line, this is district specific).
4. Waste Water and disposal system inspection and report submitted. (this is a letter from the engineer who installed the system stating that it was inspected, installed correctly and meets plans and state regs)
5. Water and toilet working. The water MUST be on for the inspection
6. Mortar applied around drain outlet pipe in foundation. If this is going to be un-inspectable at the time we visit, please provide a photo at time this task is complete.
7. Electricity must be on
8. MOBILE HOMES- need Bill of Sale, if replacement home we will need Bill of Sale for both homes or a letter stating the home was destroyed.
9. All conditional Uses Met – these will be listed on your permit and may be specific to your property. It will ALWAYS include the VT Residential Building Energy Standard Certificate be recorded with the town prior to CO.
10. Town Water/Sewer hook-up if applicable – this will need to be inspected and signed off on by the Town's Water & Sewer Department prior to CO.
11. Gate valve installed if applicable.

Please call the Fairfax Zoning Office at 802-849-6111 ext 12 with any questions.