



CITY OF DOVER – BUILDING AND PLANNING DEPARTMENT

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BUILDING PERMIT CERTIFICATE OF OCCUPANCY ISSUANCE CHECKLIST

BP#	BLD#	DATE:
OWNER:		SITE ADDRESS:

REQUIRED	ITEM	RECEIVED
SEWER	<input type="checkbox"/> Completed sewer service application, signed by applicant, dated:	<input type="checkbox"/>
	<input type="checkbox"/> Sewer service inspection report, signed and accepted by the City, dated:	<input type="checkbox"/>
	<input type="checkbox"/> Completed Sewer User Agreement, signed by the applicant, dated:	<input type="checkbox"/>
	<input type="checkbox"/> Other signatures as specified: _____	<input type="checkbox"/>
WATER	<input type="checkbox"/> Water service connection inspection report, signed and accepted by the City, dated:	<input type="checkbox"/>
	<input type="checkbox"/> Other signatures as specified: _____	<input type="checkbox"/>
INSPECTION	<input type="checkbox"/> State Electrical Inspection Final:	<input type="checkbox"/>
	<input type="checkbox"/> State Plumbing Inspection Final:	<input type="checkbox"/>
	<input type="checkbox"/> State HVAC Inspection Final	<input type="checkbox"/>
	<input type="checkbox"/> City of Dover Building Official Inspection Final	<input type="checkbox"/>
FLOODPLAIN	<input type="checkbox"/> Final Elevation Certificate (part C filled in as “Final Construction”), reviewed/approved by city	<input type="checkbox"/>
	<input type="checkbox"/> Development permit with Part B filled out by Surveyor, approved by floodplain administrator	<input type="checkbox"/>
	<input type="checkbox"/> Inspection report by building official or applicant’s design professional	<input type="checkbox"/>
PLANNING	<input type="checkbox"/> Conditions of approval (Explain): _____	<input type="checkbox"/>
	<input type="checkbox"/> Setbacks met, per building inspector review or owner compliance form	<input type="checkbox"/>
	<input type="checkbox"/> Stormwater letter approved by City Engineer:	<input type="checkbox"/>
	<input type="checkbox"/> Other (explain): _____	<input type="checkbox"/>
ADMIN.	<input type="checkbox"/> Any outstanding fees/pass through costs: _____	<input type="checkbox"/>
	<input type="checkbox"/> Other (Explain): _____	<input type="checkbox"/>
	Structure ready for TCO <input type="checkbox"/> Structure ready for CO <input type="checkbox"/>	
	Planner Signature: _____	