



# TOWN OF WOODBRIDGE BUILDING DEPARTMENT

## CERTIFICATE OF USE AND/OR OCCUPANCY PROCEDURES

Request for a Certificate of Use and/or Occupancy inspection along with the following paperwork and procedures must be submitted to the Building Department, for approval at least ten (10) days prior to the issuance of a Certificate of Use and/or Occupancy:

- All Property Taxes sign off sheet stating that the taxes have been paid
- Wetlands and Zoning requirements complied with, approved and Certificate of Compliance must be issued.
- Final grading, seeding and mulching must be completed and grass growing to stabilize all disturbed areas. If this cannot be accomplished due to weather conditions, a certified bank check may be posted to cover the estimate cost of the landscaping.
- Driveway Apron (s) must be paved required fifteen (15') per Town specifications. If this cannot be accomplished due to weather conditions, a certified bank check in the amount of \$1,500.00 per driveway must be posted. If off of State highway, signed driveway approval form required.
- Two sealed and signed copies (1"=30') and a PDF formatted copy of the Final As Built Survey (plot plan) of the property, showing exact location with dimensions and setbacks of all structures, well, septic tank, leaching fields, reserve area, underground utilities, walks, driveways, wetland areas (ponds, streams, etc.) and all property corner monuments or permanent markers must be installed and noted on survey that they are in place.
- All applicable Building and Mechanical permits must be issued and applicable inspections satisfactorily performed.
- if you have installed a Smoke and/or Fire Alarm system other than the AC/DC type normally installed by an electrician, a signed letter on letterhead from the alarm company must state that the system has been successfully tested and is in full operation.

- Revised Estimate form must be completed and any additional permit fees due must be paid
- Approved paperwork by the Quinnipiack Valley Health District including septic system as built, well completion report, water quality analysis and Q.V.H.D.'s certificate of approval must be submitted.
- Final Certificate of Use and/or Occupancy and Zoning Compliance inspection appointment.

If you should have any further questions, please do not hesitate to call our office for assistance (203-389-3419)