

# Department Approval Form

## SIGNATURES REQUIRED FOR CERTIFICATE OF OCCUPANCY

In order to receive a Certificate of Occupancy, please acquire the following pertinent signatures PRIOR to requesting a Final Inspection from the Code Enforcement Officer.

1. Fire Department Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 623-7272
2. Police Department Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 624-1560 (Frank Gray)  
(COMMERCIAL PROPERTIES MUST HAVE THIS SIGNATURE)
3. Sewer Department Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-7000
4. Water Department Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Village Water Phone Number 485-3392  
Central Water Phone Number 624-0608  
Manchester Water Works Phone Number 624-6494
5. Highway Department Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Municipal Phone Number 668-8019  
State (Division 5) Phone Number 485-9526
6. NHDES-WSPC Division- Must have Operational Approval before Certificate of Occupancy
7. Water Test- Must have Water Agency's copy before Certificate of Occupancy
8. Building Inspector/Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_
9. Impact Fee must be paid 10 days prior to Issuance of Certificate of Occupancy
10. Certified plot plan must include certification of property bounds. The footings of all new buildings and additions, once poured shall be certified by a New Hampshire Registered Land Surveyor that such footings are placed so as to locate the building as per approved site or plot plan and that it meets the requirements of the Zoning Ordinance as to its location on the site.

**NOTE: All signatures required for validation of ALL permit types. The signatures and information required above must be obtained at the END of the project.**