

CHECKLIST – CERTIFICATE OF COMPLIANCE

The following items must be complete before this form is submitted. Write n/a if not applicable.

Applicant

Staff

Residential properties: a recorded RBES form.

The Residential Building Energy Standards (RBES) form must be recorded by applicant at the Town Clerk’s Office; form is available at:

http://publicservice.vermont.gov/energy_efficiency/rbes

Commercial properties: a recorded CBES form.

The Commercial Building Energy Standards (CBES) form must be recorded by applicant at the Town Clerk’s Office; form is available at:

http://publicservice.vermont.gov/energy_efficiency/cbes

Properties with an onsite septic system:

A letter, from the engineer who installed the system, stating the capacity of the system and it’s conformance with state regulations. This is different than the WW permit required with the submission of an Administrative Permit.

Properties on municipal water and sewer,

Property is in conformance with *Williston Public Works Standards and Specifications* such that Public Works can inspect the site and sign page 1.

FEES*

(as of July 1, 2017)

- \$100.00 Residential, Commercial, and Temporary Certificates
- \$150.00 Fewer than 4 business days’ notice
- \$200.00 After Occupancy

**The initial \$100.00 is paid with the Administrative Permit fees. To expedite the inspection & certification process, the additional \$50.00 will be charged at the submission of this form. In the event of an after occupancy certificate, you will be charged the additional \$100.00.*

SCHEDULE THE INSPECTION

Please allow at least **5 business days** for inspection and the issuance of a Certificate of Compliance.

*May the building be entered at any time for inspection? ___ YES ___ NO

Ready for Inspection on: _____

Closing date: _____

Date & time of scheduled inspection: _____

**Between 8 AM – 4:30 PM, Monday to Friday*