

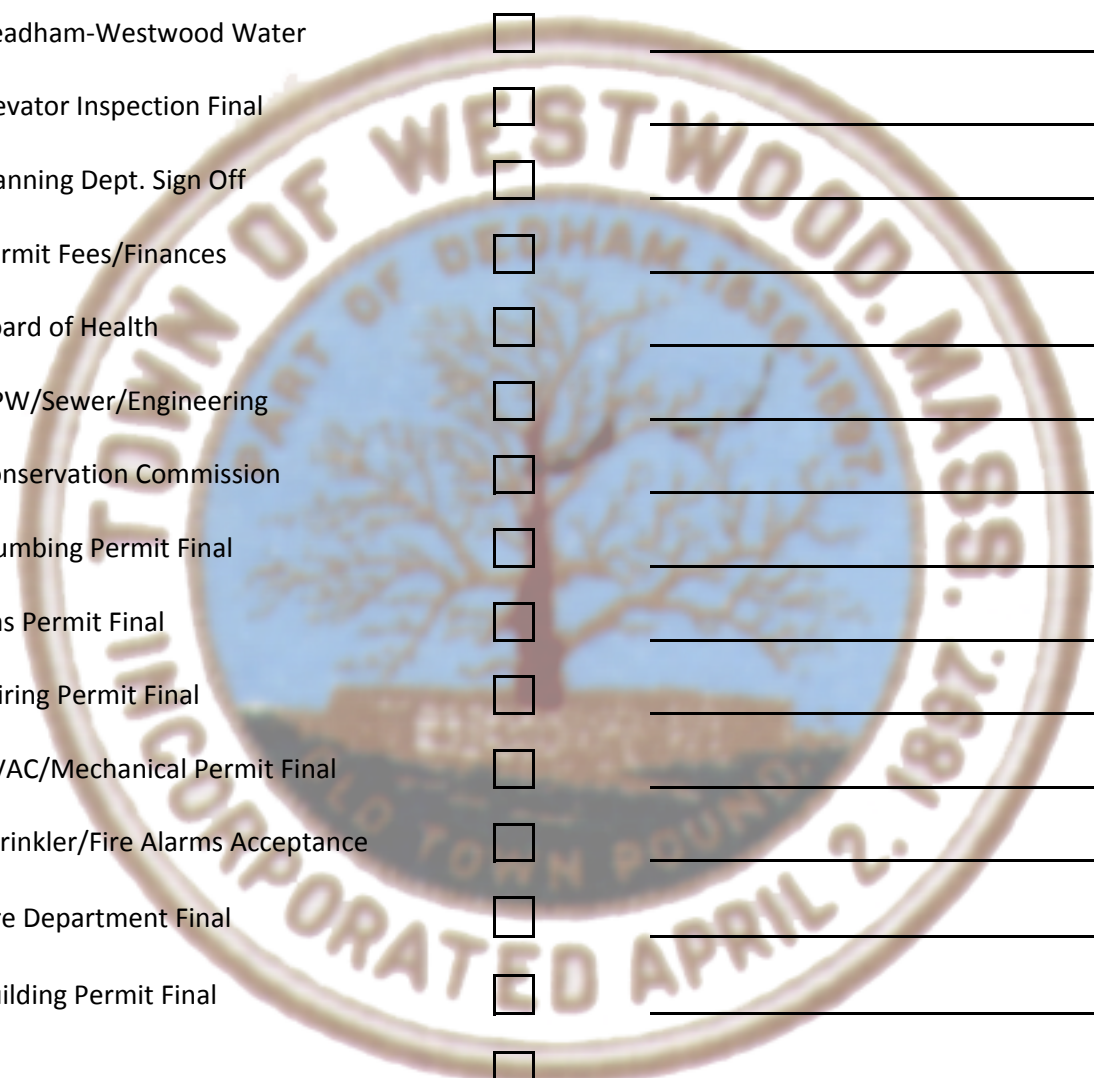
Town of Westwood

Certificate of Occupancy Checklist/Application

Building Address: _____
 Building Permit #: _____
 Map & Lot: _____

Owner: _____	Contractor: _____
Address: _____	Address: _____
_____	_____
_____	_____
Contact: _____	Contact: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Item	OK for Occupancy	Date	Sign Off By
Deadham-Westwood Water	<input type="checkbox"/>	_____	_____
Elevator Inspection Final	<input type="checkbox"/>	_____	_____
Planning Dept. Sign Off	<input type="checkbox"/>	_____	_____
Permit Fees/Finances	<input type="checkbox"/>	_____	_____
Board of Health	<input type="checkbox"/>	_____	_____
DPW/Sewer/Engineering	<input type="checkbox"/>	_____	_____
Conservation Commission	<input type="checkbox"/>	_____	_____
Plumbing Permit Final	<input type="checkbox"/>	_____	_____
Gas Permit Final	<input type="checkbox"/>	_____	_____
Wiring Permit Final	<input type="checkbox"/>	_____	_____
HVAC/Mechanical Permit Final	<input type="checkbox"/>	_____	_____
Sprinkler/Fire Alarms Acceptance	<input type="checkbox"/>	_____	_____
Fire Department Final	<input type="checkbox"/>	_____	_____
Building Permit Final	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____



Town of Westwood

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Items to be Submitted to and Accepted by the Town of Westwood Prior to Issuance of Certificate of Occupancy

Item	Date of Submission	Date of Acceptance/Sign off by
Plot Plan As Built Drawing	_____	_____
Utility As Built Drawing	_____	_____
Floor Plan As Built Drawing (with furniture/fixtures)	_____	_____
HVAC As Built Drawing	_____	_____
Architect's Affidavit (State of MA form)	_____	_____
Engineers' Affidavits (State of MA form)	_____	_____
GC Affidavit	_____	_____
3rd Party Inspectors' Affidavits (State of MA form)	_____	_____
Final Cost Affidavit (Town of Westwood form)	_____	_____
Sprinkler Certifications (NFPA 13 & 14)	_____	_____
Fire Detection & Warning Cert's (NFPA 72)	_____	_____
Fire Pump Certification (NFPA 20)	_____	_____
Chemical Fire Supression Cert's	_____	_____
Generator Acceptance Cert (NFPA 20)	_____	_____
Fire Safety Evacuation Plan	_____	_____
_____	_____	_____