

REQUIREMENTS TO CLOSE A PERMIT AND OBTAIN A CERTIFICATE OF OCCUPANCY/COMPLETION

A building or portion thereof cannot be legally used and occupied without such certificate.

A Certificate of Occupancy/Completion will not be issued until:

- All the inspections have been called for by the owner and performed by the building inspector in a feasible way (with the items to be inspected still visible),
- A Request for Certificate of Occupancy/Compliance and fees have been submitted and the final inspection performed by a Village's Building Inspector. Fees are \$100 for commercial, \$50 for residential, \$50 for plumbing permit,
- Any extra fees, for renewal of expired permit, amendments to the plans, etc. have been paid to this Village,
- Any amendment to the original plans has been filed for and approved by this Village,
- Certification of Gas Test has been released by a licensed plumber to this Village (if applicable),
- A licensed electrician Underwriter Certificate for the job has been received by the Village (if applicable),
- Affidavit of final cost of construction is received by this Village,
- Assessor Form is received by this Village (if applicable),
- Residential or Commercial Tax Assessment form for Nassau County is received by this Village (if applicable),
- Updated survey (if exteriors are changed in any way),
- Any other open permits for work in the same area of the building have been legally closed (if applicable).

The abovementioned forms can be found at:

<https://www.russellgardens.com/forms-and-applications>