



City of Concord
New Hampshire
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING SERVICES DIVISION

City Hall 41 Green St. Concord, NH 03301 Tel: (603) 225-8520 Fax: (603) 230-3630

Edward L. Roberge, PE
City Engineer

Single Family Residence
Certificate of Occupancy Checklist

Revised: 1/2007

Date _____
Building Street Address _____

Agency Requesting Certificate of Occupancy _____

Type of Construction _____

					Inspector
Roadway Bounds	Installed	☐	N/A	☐	_____
Property Pins (Perimeter of Parcel)	Installed	☐	N/A	☐	_____
Driveway (Check Drive Permit) (\$500 escrow**)	Completed	☐	N/A	☐	_____
Sidewalk/Curbing Along Frontage	Completed	☐	N/A	☐	_____
Trench/Utility Patch (Excavation Permit)	Completed	☐	N/A	☐	_____
Street Number On Building	Installed	☐	N/A	☐	_____
Site Stabilized (Loam, Seed, Mulch) (\$3000 escrow**)	Completed	☐	N/A	☐	_____

Retaining Walls 4' tall or greater shall be designed by a NH licensed structural engineer

Name/license number of Structural Engineer _____

	Completed	☐	N/A	☐	_____
Water Service	Completed	☐	N/A	☐	_____
Size _____ Type _____ (w/ curb stop to grade AND locations)					
Water Meter (\$694 Investment Fee Paid)	Installed	☐	N/A	☐	_____
Size _____					
Telephone Jack/Jute Sleeve	Installed	☐	N/A	☐	_____
Backflow Prevention Device	Installed	☐	N/A	☐	_____
Fire Sprinkler Service	Installed	☐	N/A	☐	_____
Size _____ Type _____					

Sanitary Sewer Service (\$855 Investment Fee Paid)	Completed	☐	N/A	☐	_____
Size _____ Type _____ (w/ cleanout to grade AND locations)					

Foundation Drain	Completed	☐	N/A	☐	_____
Size _____ Type _____					
End Treatment (stone headwall, end section, steel post, other) _____					

Offsite Public Improvements (variable escrow**)	Completed	☐	N/A	☐	_____
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Comments _____

Advance Deposit/Financial Guarantee _____ N/A ☐ _____

Other Comments:

City Inspector _____

** Escrow will be collected if work is not complete when Certificate of Occupancy is issued.

