

TOWN OF NEWPORT
CERTIFICATE OF OCCUPANCY APPLICATION

Permit Fee

Permit No.

Date Paid

Property Location: Tax Map #: _____ Lot #: _____ Zoning District _____

Name of Owner: _____ Phone No. _____

Owner's Address: _____

Name of Applicant: _____ Phone No. _____

Applicant's Address: _____

Property Address: _____

I hereby apply for permission to use the following structure (s), ___Woodframe, ___Masonry,
___Metal _____ Building _____ Addition (size)

FOR THE FOLLOWING PURPOSE (USE):

I certify that I, the undersigned, am making this application on behalf of and with the full
authority of the owner and that the statements made herein are true and correct.

Date of Application

Signature of Applicant

FOR USE BY BUILDING OFFICIAL ONLY

☐ ☐ A **Temporary Certificate of Occupancy** granted for one month pending completion of attached
punch list:

☐ ☐ A **Certificate of Occupancy** for the building or premises for the purpose(s) described herein is/are
hereby granted.

☐ ☐ A certificate of occupancy for the building or premises for the purpose(s) described herein is/are
hereby **DENIED** for the following reasons:

Building Official

Date

Fire Chief

Date

Planning & Zoning Administrator

Date

☐ Applicant Copy