



# CITY OF NEW HAVEN

*Justin Elicker, Mayor*

## BUILDING DEPARTMENT

200 Orange Street, 5<sup>th</sup> Floor

New Haven, CT 06510

Phone: (203) 946-8045 Fax: (203) 946-8049

[www.newhavenct.gov](http://www.newhavenct.gov)



**Michael Piscitelli**

*Economic Development  
Administrator*

**Robert Walsh**  
*Acting Building Official*

Owner/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Permit#: B - -

## Requirements for a Certificate of Occupancy

Checked items below are needed prior to the issuance of a  
Certificate of Use and Occupancy

**Req. Rec.**

- \_\_\_ **Engineer:** Dawn Henning, Project Manager ..... (o) 203-946-8101  
..... (c) 475-434-1643
- \_\_\_ **Traffic & Parking:** Bruce Fischer, Traffic Engineer ..... 203-946-8073
- \_\_\_ **City Plan:** Esther Rose-Wilen, City Planner ..... 203-946-3029
- \_\_\_ **Health Department:** ..... 203-946-8174
- \_\_\_ **Fire Marshal:** Office of the Fire Marshal..... 203-946-6232
- \_\_\_ **Final Mechanical / Sprinkler:** R. Dillon, Chief M/P Inspector ..... 203-946-8038
- \_\_\_ **Final Electrical:** G. Bennett, Chief Electrical Inspector ..... 203-946-7594
- \_\_\_ **Final Building Inspection:** Contact the Inspector of Record ..... 203-946-8045
- \_\_\_ Letters of Substantial Compliance from Architect/General Contractor
- \_\_\_ Threshold Buildings- Letters of Substantial Compliance from Engineer
- \_\_\_ Final Statement of Special Inspections from design professional
- \_\_\_ Provide State Elevator Sign-Off
- \_\_\_ Design Occupant Load
- \_\_\_ Flood Plan - Certificate of As-Built Elevation
- \_\_\_ Revised Estimate that includes all applicable permits, dates issued and  
Dollar amounts
- \_\_\_ Name of Concrete Supplier
- \_\_\_ Name of Concrete Installer