

### Department Notification SIGNATURES REQUIRED FOR Certificate of Occupancy

Property Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Date: \_\_\_\_\_

**In order to receive a Certificate of Occupancy, please acquire the following pertinent signatures from departments marked "Required". Please call the Code Enforcement Office at 603-485-4117 to find out which signatures are required.**

*This form is to verify that other departments have inspected the above site and agree that a Certificate of Occupancy can be issued. It is each department's responsibility to collect any required fees or enforce any restriction required by your department.*

**REQUIRED**

- Fire Department Authorized Signature Phone 623-7272  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Police Department Authorized Signature Phone 624-1560  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Sewer Department Authorized Signature Phone 485-7000  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Water Department Authorized Signature  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Village Water Phone 485-3392  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Central Water Phone 624-0608  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Manchester Water Phone 624-6494  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Pennichuck Water  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Pembroke Allenstown  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Department of Public Works [**Driveway Permit Approval**]  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- DPW Director  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- NH Department of Transportation, Phone 485-9526  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Planning Department [**Must submit As-Builts**]  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Town Planner Phone 268-0279  
 \_\_\_\_\_  
\_\_\_\_\_  
Date
  
- Impact Fee Paid**  
 \_\_\_\_\_  
\_\_\_\_\_  
Date of payment

The granting of this Certificate of Occupancy conveys no rights not specifically granted in the Town of Hooksett's adopted building codes and ordinances. The appropriate departments must grant access to public streets, water systems, and sewer systems. Neither the issuance of this Certificate of Occupancy or the review of any plan(s) by officials of the Town of Hooksett, nor any subsequent inspections of the premises, should be relied upon as and assurance of conformity to legal requirements. The owner and applicant shall remain fully responsible for complying with all applicable state, federal, and local laws, ordinances, codes, and regulations.