

**CERTIFICATE OF OCCUPANCY
ORDINANCE**

**For The Municipality Of
WOODSTOCK, MAINE**

Adopted March 26, 2012

ARTICLE I. PURPOSE: The purpose of this ordinance is to establish the process, criteria, and standards by which an individual, group of individuals, association, or business may obtain a Certificate Of Occupancy from the Town to allow their residence or business to be occupied and operational.

ARTICLE II. AUTHORITY AND ADMINISTRATION

2.1 Authority

- a. This ordinance has been prepared in accordance with the provisions of Title 30-A M.R.S.A.
- b. This ordinance shall be known and may be cited as “Certificate Of Occupancy For The Municipality Of Woodstock, Maine.”

2.2 Administration

- a. The Town Manager of the Town of Woodstock, or his assigns, shall administer this ordinance.
- b. The provisions of this ordinance shall pertain to new residences (stick-built, modular, or manufactured housing) and/or all new businesses.

ARTICLE III. ADMINISTRATIVE PROCEDURE

3.1 Purpose: To establish the basic administrative procedures for obtaining a Certificate Of Occupancy.

3.2 Procedure

- a. The applicant will contact the Town Office for the Certificate (see attached form) after all Town, County, State, and Federal requirements have been met for the residence and/or business in the areas of safety, health, fire codes, and building codes and restrictions.
- b. The Town Manager or his assigns will sign and issue the certificate once the owner/occupant signs the form attesting to meeting all requirements.

3.3 Fees: No fees will be assessed for the initial certificate; however, a nominal fee may be assessed for additional copies.

ARTICLE IV. OWNER/OCCUPANT REQUIREMENT/RESTRICTIONS

4.1 Ordinance/Statute Requirements To Complete: The following items must be completed, if applicable, prior to obtaining a Certificate of Occupancy:

- a. Driveway permit
- b. Building permit
- c. Approved/completed septic plan
- d. Electrical disconnect switch
- e. Final plumbing inspection
- f. House number
- g. Any County requirements
- h. Any State requirements
- i. Any Federal requirements

4.2 Requirement: All owners/occupants noted in Article II of this ordinance must obtain the Certificate prior to moving into, residing in, or operating out of the structure.

4.3 Restrictions: Structure (residence, dwelling, or business) cannot be used for its intended purposes until a Certificate has been issued by the Town Manager or his assigns.

ARTICLE V. WAIVERS: Waivers shall not be granted.

ARTICLE VI. ENFORCEMENT

6.1 The owner/occupant is responsible for ensuring that all local, county, State, and Federal requirements pertaining to the intended use of the structure are met.

6.2 The Town Manager or his assigns is responsible for ensuring that the owner/occupant has completed the Certificate and that basic requirements have been met.

6.3 The Code Enforcement Officer may inspect the property or obtain the assistance of a professional inspector to determine that all requirements have been met prior to the Town Manager or his assigns issuing the Certificate.

ARTICLE V11. APPEALS: An aggrieved party may appeal any decision to the Town Appeals Board and, if not satisfied, to the Oxford County Superior Court.