

# Town of Pembroke

## Department Approval Form

### *SIGNATURES REQUIRED FOR CERTIFICATE OF OCCUPANCY*

Street Address [Project Location]

Map & Lot

In order to receive a Certificate of Occupancy, please acquire the following pertinent signatures, approvals, and tests **PRIOR** to requesting a Final Inspection from the Code Enforcement Officer.

1. **Code Enforcement Officer** / Building Inspector \_\_\_\_\_ Date \_\_\_\_\_
2. **Fire Department** \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-4747 Ex 214 Commercial only
3. **Police Department** \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-9137 Commercial only
4. **Planning Director** \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-4747 Ex210 Commercial only
5. **Sewer Department** \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-8658
6. **Pembroke Water Works** \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-3362
7. **Public Works Department** \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number 485-4422
8. **NHDES – WSPC Division**- Septic System Operational Approval  
Supply Copy
9. **Well Water Test** from approved testing lab.  
Supply copy
10. **Certified Plot Plan**
11. **Certification that property bounds are set.**

*Certificate of Occupancy will not be issued until all of the above have been completed and signed.*

NOTE: All signatures and information required above must be obtained at the END of the project.

