

Partial Occupancy Guidelines for a Single Family Dwelling

Partial Occupancy will be given for Residential Dwellings for work that cannot be completed due to weather conditions. Typically all interior work should be complete. Additionally the landing/porch, stairs, and walkway to and from the required egress door (front door) shall be installed. A Partial Occupancy will be given for exterior work that does not affect health, safety, or the integrity of the structure. Please be aware, all exterior wall finishes must be complete including brick, stone, and the final coat of stucco.

A \$200.00 non-refundable fee is required for a Partial Occupancy. The following are typical items that may be unfinished, thus requiring a Partial Occupancy. Listed next to each item is a refundable fee that will be required if the item is unfinished.

Driveway and Approach Not Installed	\$2,000.00
Public Sidewalk Not Installed	\$2,000.00
Sod/Erosion Control Incomplete	\$2,000.00
Final Grade Incomplete	\$200.00
Manholes, Water Boxes, Valves Not To Grade	\$200.00
Gutter/Downspout Conductors Incomplete	\$200.00
Landscape Requirements Incomplete	\$250.00

At the Occupancy Inspection, the inspector may grant an approval to apply for a Partial Occupancy, if the requirements are met. The permit holder shall file the necessary Partial Occupancy Paperwork and pay the partial occupancy fees within (3) three working days of the inspection. The paperwork and fees shall be submitted to the Building Department located at 64 E Walnut Street. Failure to do so will result in an invalid Partial Occupancy and be subject to double fees.