Town of Camillus
Code Enforcement Office
4600 West Genesee Street
Syracuse, New York 13219

Gregg Humphrey
Code Enforcement Officer
Phone: (315) 487-8930
Fax: (315) 487-6976

APPLICATION FOR CERTIFICATE OF OCCUPANCY

*C.O. Inspection requested for:*_____
(Date) (Time)

*Owner:*_____

Structure: _____ *Permit #:* _____

Lot: _____ *Section:* _____ *Tract:* _____

Street Address: _____

*I,*_____*have examined the approved plans of this structure and certify that the structure has been erected in accordance with the approved plans and as erected, complies with the uniform code and local requirements excepting the following legally authorized variations.*

Signature: _____ *Title:*_____

Final Approvals:

☐ Plumbing*:* _____
(date)
☐ Electrical*:* _____
(date)
☐ Septic*:* _____
(If Required) *(date)*

☐ CO ☐ Smoke ☐ Heat Det. Garage

☐ Final Grading & Seeding*:* _____
(date)
☐ As Built Survey attached*:* _____

Basement ☐ *Finished* ☐ *Unfinished*
**Picture taken Y N*

Posted at Elect. Panel Y N
☐ Blower Door/Air Seal Certification
☐ Insulation Certification
☐ As Built Mechanicals/Window Efficiencies*:*
**Picture taken Y N*
☐ Truss ID

Notes:

_____

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Attention all contractors

March 16, 2023

Documentation is required by the NYS Energy Code for certification of insulation ***and*** mechanicals (usually the furnace and hot water heater). Manual Js and RES check are still required to be submitted with the building permit application.

We normally see the insulation certificates on inspections at the electrical panel. Below, please find a copy of the information which is required to be posted. We have provided a sheet (see pg 2) to fill in and post at the panel that will serve as the "as built" for the mechanicals in the home.

*Commercial building projects shall produce a preliminary commissioning report and a final written certification by the design professional.

R401.3 Certificate (Mandatory). A permanent certificate shall be completed by the builder or other *approved* party and posted on a wall in the space where the furnace is located, a utility room or an *approved* location inside the *building*. Where located on an electrical panel, the certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall indicate the predominant *R-values* of insulation installed in or on ceilings, roofs, walls, foundation components such as slabs, *basement walls*, crawl space walls and floors and ducts outside *conditioned spaces*; *U-factors* of fenestration and the *solar heat gain coefficient* (SHGC) of fenestration, and the results from any required *duct system* and *building* envelope air leakage testing performed on the *building*. Where there is more than one value for each component, the certificate shall indicate the value covering the largest area. The certificate shall indicate the types and efficiencies of heating, cooling and *service water heating* equipment. Where a gas-fired unvented room heater, electric furnace or baseboard electric heater is installed in the residence, the certificate shall indicate "gas-fired unvented room heater," "electric furnace" or "baseboard electric heater," as appropriate. An efficiency shall not be indicated for gas-fired unvented room heaters, electric furnaces and electric baseboard heaters.

THE FOLLOWING CERTIFICATES MUST BE POSTED AT THE ELECTRICAL PANEL IN ALL NEW RESIDENTIAL HOMES:

1. **INSULATION CERT.**
2. **BLOWER DOOR/ AIR SEAL CERT.**
3. **MECHANICAL / WINDOW EFFICIENCES (see pg 2)**

ALL 3 CERTIFICATES ARE TO BE POSTED AT THE PANEL AT THE TIME OF FINAL INSPECTION (C of O).

Energy certificate for mechanical equipment and window

Furnace Type and efficiency_____

Hot water heater type and efficiency_____

Cooling equipment type and efficiency_____

Electric furnace? (Y/N) Gas-fired Unvented room heater? (Y/N) Baseboard electric heater? (Y/N)

Windows U-factor and solar heat gain coefficient (SHGC)-by window type_____

_____

Town of Camillus-Mount near electrical panel

----------Cut here✂--------

Energy certificate for mechanical equipment and window

Furnace Type and efficiency_____

Hot water heater type and efficiency_____

Cooling equipment type and efficiency_____

Electric furnace? (Y/N) Gas-fired Unvented room heater? (Y/N) Baseboard electric heater? (Y/N)

Windows U-factor and solar heat gain coefficient (SHGC)-by window type_____

_____

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