



CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT
Suite 105, City Hall
245 Washington Street
Watertown, New York 13601-3380
Telephone (315) 785-7735

IMPORTANT

Inspections **MUST** be made at certain phases of your project. These inspections will be documented by the Code Enforcement Officer that issued you your permit.

City of Watertown, Bureau of Code Enforcement's Rules and Regulations for the Administration and Enforcement of the 2025 New York State Building Codes makes the **Owner, Applicant or his/her contractor responsible** for informing the City of Watertown, Bureau of Code Enforcement when work is ready for inspection and schedule such inspections.

These regulations do not allow a **CERTIFICATE OF OCCUPANCY (CO)** or a **CERTIFICATE OF COMPLIANCE (CC)** to be issued unless the necessary inspections have been completed. **THEREFORE, IF THE INSPECTIONS ON YOUR PERMIT HAVE NOT BEEN PERFORMED NO CERTIFICATES WILL BE ISSUED.**

Please sign, date, and return this notice to our office with your completed application. Your signature indicates that you understand your responsibility to notify this office to schedule the necessary inspections **and if the necessary inspections do not occur this office will not issue a CO or CC.**

Signature

Date