

I've finished construction and need to schedule an inspection with staff for a certificate of occupancy

Please contact [dwetmore@townofmiddlebury.org](mailto:dwetmore@townofmiddlebury.org) to set up an inspection.

If you didn't already do so when applying for the building (zoning) permit, complete a certificate of occupancy application form and submit it with a fee for \$55. Physically mail the application form to 77 Main Street, Middlebury VT 05753, or use our outside Dropbox (located beside the mailbox in the municipal offices parking lot). You may also submit the completed application by email to [planning@townofmiddlebury.org](mailto:planning@townofmiddlebury.org) and send the fee separately.

Please be aware that in order to issue a certificate of occupancy, we will need documentation that a [Residential Building Energy Certificate](#) has been completed for your home and recorded with the Town Clerk. If you built the home yourself, you might be able to self-certify using [this form](#). For commercial construction, you will need to complete and record the [Commercial Building Energy Certificate](#). For additional information please refer to the [VT Department of Public Service](#).