



**TOWN OF MONROE**

*Office Of The Chief Building Official*  
7 Fan Hill Road Monroe, Connecticut 06468  
Phone : 203-452-2805 Fax : 203-261-6197

Re: Certificate of Occupancy

Dwelling

To Whom It May Concern:

As owner of record of the dwelling at the above address, please consider this as formal notice that the dwelling appears to be occupied without benefit of a "Certificate of Occupancy (CO)" as required by Connecticut General Statute.

The consequence of this unproved occupancy is that the property owner is not afforded certain legal rights and protections while the dwelling is occupied.

This department strongly urges that you comply with Town of Monroe Code Section 117-2901, Connecticut General Statutes Article 8.3F and 29-26S, and the BOAC National Building Code Section 119.3. This can be done by contacting this department at your earliest possible convenience to make arrangements for inspection and issuance of the required "Certificate of Occupancy."

It should be noted that at the time a building permit was issued for the dwelling, the permute was advised within the terms of the permit that a "CO" is required before actual use or occupancy. Until a "CO" is issued, this department cannot certify to any party that the dwelling is safe and complies with various code standards. Without the "CO" you may find it difficult to sell or finance the dwelling. Additionally, insurance coverage may be in jeopardy should there be injury or loss.

It is the intent of this notice to advise you that it is your obligation to notify your mortgage institution, secondary lenders, insurers, lessees or any other party having a legal or equity interest in the premises that potential liability exists and they may be subject to loss by injury or other casualty.

**BE ADVISED THAT THE TOWN OF MONROE CANNOT BE HELD LIABLE FOR ANY LOSSES RESULTING FROM THE FAILURE TO OBTAIN A VALID "CERTIFICATE OF OCCUPANCY" AND TO COMPLY WITH ALL APPLICABLE RELATED LAWS AND REGULATIONS.** It is the responsibility of the owners of real property to comply with the requirements of all local, state and federal laws and regulations.

Please contact this department as soon as possible to make the necessary arrangements to obtain a "Certificate of Occupancy."

Very truly yours,

James Sandor  
*Chief Building Official*