



Town & Village of Clayton
Fire Prevention and Building Code Office
405 Riverside Drive
Clayton, NY 13624
E-mail: Codeenforcementofficer@townofclayton.com

Telephone: (315) 686-3512 Ext 29

Fax: (315) 686-2651

IMPORTANT

Inspections **MUST** be made at certain phases of your construction. These inspections will be noted on the bottom of your Building Permit.

Town & Village of Clayton Rules and Regulations for the Administration and Enforcement of the Building Code makes **the OWNER, APPLICANT, OR HIS/HER CONTRACTOR** responsible for informing the Code Office when work is ready for inspection and to schedule such inspections.

These Regulations do not allow a **CERTIFICATE OF OCCUPANCY (CO) OR COMPLIANCE CERTIFICATE (CC)** to be issued unless the necessary inspections have occurred. **THEREFORE, IF THE INSPECTIONS ON YOUR PERMIT ARE NOT PERFORMED, NO C.O OR C.C. WILL BE ISSUED FOR YOUR PROJECT.**

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

DATE

SIGNATURE