

**Procedures for obtaining Sussex County Inspection, Certificate of Occupancy/Compliance (COO) and ARC Certificate of Compliance (CoC) — For approved projects that required a permit:**

1. Contact the County to schedule their inspection of the project by calling (302) 855-7720 or you can request the inspection on their website <https://sussexcountyde.gov/inspection-request>. Please note that it is the homeowner's responsibility to request inspection, not the contractor's, although some contractors will handle. You should ask to be sure.
2. You will then need to follow up with the County to obtain a copy of your COO - they will not automatically provide it to you. You can call them at (302) 855-7720 to request a copy via email or you can register an account via the Citizen Self Service Portal and print out a copy. Here is the link to register <https://munis.sussexcountyde.gov/MSS/citizens/default.aspx>. The Citizen Self Portal is a great resource to access all permits, inspections and COO's issued for your home. Please note that any receipt or paperwork that the building inspector may leave with you after inspection is not the COO unless it says it is a COO (see attached sample of what a COO looks like). The ARC needs the COO for our files before we can inspect and issue our CoC.
3. Once you have a copy of the County COO, you should provide a copy of it to the ARC along with the Inspection Request form (this form is page two of your approval letter). Once we receive a copy of the County COO and Inspection Request form, we will schedule our inspection and issue our CoC.

If you have any questions, please let us know. Thank you.

Lewes Crossing Architectural Review Committee