

# TOWN OF ESSEX CERTIFICATE OF OCCUPANCY APPLICATION

DATE OF REQUEST: \_\_\_\_\_ FEE: \$115.00 PC NO. 2024-69  
(includes recording)

MAP/PARCEL/LOT: 2 - 014-043-005

The undersigned herewith requests an inspection of the premises and the issuance of "Certificate of Occupancy" of premises, or portion thereof, for use or habitation.

Issued to Kirk A Lord; Susan Alexander on 5.7.24.

Premises are at 119 Chapin Rd

Water service installation inspected and approved by Justin Willis

Driveway location inspected and approved by D. Gregoire, P. works

Sanitary sewer connection or septic system inspected and approved by:  
Name: Justin Willis Date: \_\_\_\_\_ see attached

Construction was begun 5.23, 2024 and completed \_\_\_\_\_, 20\_\_\_\_

Approval granted by DRB PC  ZBA \_\_\_\_\_ on 6-8, 2006. Reference Approved PC: 2006-22 issued on 6-8-06

Use of premises intended 2 Bedroom single family house,  
(type of use)

Applicant's Signature: [S] Kirk Lord

Phone: \_\_\_\_\_ Cell: 802,343-5039 Email: Lord.Kirk@yahoo.com

By issuance of this Occupancy Permit, the Town of Essex Zoning Administrator hereby acknowledges that the use and/or building construction is in complete conformity with the Zoning Regulations, unless otherwise noted. Field measurements and similar dimensions for setbacks are based in part on evidence supplied by owner. The Town of Essex is not liable for errors or mistakes when it is found that information submitted by the applicant is erroneous or inaccurate.

Certificate of Occupancy has been approved with \_\_\_\_\_ without  conditions.  
If with conditions, see attachment outlining same.

Certificate of Occupancy denied \_\_\_\_\_. Please see attachment with reasons for denial.

5.8.25  
9-29-25  
Date

Shawn Kelley  
Zoning Administrator

## Sharon Kelley

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**From:** Willis Design Associates <willisdesignvt@gmail.com>  
**Sent:** Monday, September 29, 2025 10:08 AM  
**To:** Sharon Kelley  
**Cc:** Kirk Lord  
**Subject:** Re: 119 Chapin Rd Essex

**WARNING:** This email originated from **OUTSIDE** our organization. **STOP & CONSIDER** before responding, clicking on links, or opening attachments.

Hi Sharon,

I completed the Installation Certification and am waiting for the state to validate it. Contaminants found in the water supply has been problematic, but this has been rectified to the extent that they can at this point. The state does not regulate the water quality and associated testament for single family homes, but they often weigh-in on any concerns.

Thanks!

Justin

Justin Willis  
**WILLIS DESIGN ASSOC., INC.**  
432 Browns Trace  
Jericho, Vermont 05465-9786  
(802) 858-9228  
[willisdesignvt@gmail.com](mailto:willisdesignvt@gmail.com)

On Mon, Sep 29, 2025 at 9:23 AM Sharon Kelley <[skelley@essex.org](mailto:skelley@essex.org)> wrote:

Hi Kirk & Justin,

You may have already sent to me – however I cannot find Justin’s certification that the system was installed according to approved plan. Can you re-forward please?

SK