

CITY OF HARTFORD, CONNECTICUT
Application for
Certificate of Apartment Occupancy (C.A.O)
Only one application per unit.

Case # _____

Address: _____ Floor & Unit Location: _____

Date of Request: _____ Mail C.A.O. Information to: _____
(Email for Owner or Owner's Agent)

Owner Information

(Required)

If the owner is an entity, provide
Principal Agent's name and contact information.

First Name: _____

Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Work Phone #: _____

Cell #: _____

Agent Information

(Optional)

If the agent of the owner is an entity, provide
Principal Agent's name and contact information.

First Name: _____

Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Work Phone #: _____

Cell #: _____

of Units in the Building _____ # of Bedrooms in this Unit _____ Is Unit Vacant at The Time of This Request? Yes/ No

Tenant Information:

(Required. If more than two adult tenants, attach name(s) and phone numbers on an attached sheet.)

Tenant Name: _____ Tenant Phone #: _____

Tenant Name: _____ Tenant Phone #: _____

This application is only valid after payment is recorded in the Department of Licenses & Inspections, only for the tenant(s) listed on this application and only for their occupancy in the unit listed on the application.

A fee of **\$25.00** must accompany each application. Application for a C.A.O. can be made online at <https://www.hartfordct.gov/Government/Departments/DDS/DDS-Services/Apply-for-C.A.O.>, or at the front counter of the Division of Licenses & Inspections or can be mailed in with a check or money order to:

City of Hartford, Licenses & Inspections
260 Constitution Plaza 1st floor
Hartford, Connecticut 06103



ARUNAN
ARULAMPALAM
MAYOR

CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES
Division of Licenses and Inspections
Housing Code Enforcement
260 Constitution Plaza
Hartford, Connecticut 06103 1822
Telephone: (860) 757 9200
Fax: (860) 722 6333
Email: HousingCode@Hartford.gov
www.hartfordct.gov



JEFF AUKER
DIRECTOR

Certificate of Apartment Occupancy (C.A.O.) Guidelines

What's a Certificate of Apartment Occupancy (C.A.O.)?

The Court of Common Council of the City of Hartford adopted Connecticut General Statutes § 47a-57 https://www.cga.ct.gov/current/pub/chap_833a.htm#sec_47a-57, which requires that no apartment or dwelling unit shall be occupied for human habitation after a vacancy, until a Certificate of Apartment Occupancy (C.A.O.) has been issued. In Hartford, C.A.O.s are issued by the Department of Development Services. A duly issued C.A.O. certifies that an apartment or dwelling unit conforms with the requirements of the Hartford Housing Code. Failure to obtain a required C.A.O. is a violation of the Connecticut General Statutes and the municipal code.

The C.A.O. requirement does *NOT* apply to:

- structures required to be licensed under the City of Hartford's 2019 Rental Licensing Program (<https://www.hartfordct.gov/Government/Departments/DDS/DDS-Services/Apply-for-a-Rental-License>); which replaces the requirement for a C.A.O.
- structures containing two or less dwelling units.
- structures containing three dwelling units, in which one is owner-occupied.
- any structure which has been constructed or substantially reconstructed within the ten years prior to the date such C.A.O. would otherwise be required.

How to Obtain a Certificate of Apartment Occupancy (C.A.O.):

- A C.A.O. application must be submitted for each dwelling unit prior to occupancy by a new tenant. The application can be form filled online, downloaded, or picked up at the Licensing & Inspections counter. The link to the application and information is here: <https://www.hartfordct.gov/Government/Departments/DDS/DDS-Services/Apply-for-CAO>
- A check, money order or online payment of twenty-five (\$25.00) dollars payable to the City of Hartford must accompany each application submitted.
- Please complete all requested information outlined on the form, including Tenant information if the unit is occupied. If vacant, you may provide the Tenant Information when confirmed. **Please Note: Tenant information changes are not allowed by Licenses & Inspections after the application has been received by this office.**
- Upon receipt of the application, a Housing Code inspection will be scheduled within ten (10) days. If there are no violations found at the time of inspection, a C.A.O. will be issued within ten (10) days.
- If violations are found, an official notice of violation(s) will be sent with a specific time for compliance, with a maximum of forty-five (45) days. Non-compliance will be reason enough to deny the issuance of the C.A.O.
- Upon correction of all violations within the specified compliance time, the owner or authorized agent shall receive a C.A.O.