



Building Department

Certificate of Occupancy/ Completion Submittal Form

Permit Number: _____ Date: _____
Property Address: _____
Contractor Information: _____ Phone: _____
Contact Person: _____ Phone: _____

Documents attached:

- Copy of permit card/ inspection report
- Final Survey (sealed by a land surveyor)
- Final Flood Elevation Certificate (sealed by a land surveyor)
- **DO NOT WRITE ANYTHING ON THE FRONT PAGE**
- Termite Certificate for new construction and additions must say Final and have the following statement: **“Building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with the rules and laws established by the Florida Department of Agriculture and Consumer Affairs.”**
- Insulation Certificate (signed by contractor who installed insulation)
- Unit Masonry letter
- Soil Bearing Certificate report
- Paving and sub-base compaction report for new buildings other than single family homes
- Mechanical Test & Balance report. This requirement pertains to commercial buildings where the A/C unit is in excess of 65,000 BTU’s or if required by the Architect of record.
- Windows certificate for three (3) stories or more (sealed by Engineer of record)
- Health Department approval for new construction, water test or food service permits
- Planning & Redevelopment Division and South Florida Water Management approval
- Letter from owner acknowledging receipt of Commissioning Report, FEC C104.2.6 (commercial)
- Compliance Report for residential construction, FEC R405.4.2.2

FOR INTERNAL USE ONLY

Job type: _____ Construction Type: _____
Square Ft: _____ Occupancy Type: _____
Occupancy Load: _____

Approved By: _____ Date: _____