



CERTIFICATES OF OCCUPANCY & CLOSE-OUT DOCUMENT REQUIREMENTS CHECK LIST

For all occupancies pursuant to **2020 Florida Building Code** edition in affect at time of permit issuance

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- Certificate of Occupancy Request Letter**; addressed to Building Official
 - Copy of Completed Permit Card**; indicating Final inspection results and dates
 - Elevation Certificates**, FEMA 2015 edition; signed & sealed (raised), 2 copies each. Elevation Certificate shall be based on building construction, and required for each of the following:
 - 1. Construction Drawings
 - 2. Building under construction
 - 3. Finished construction
 - Water Certification**
 - Sewer Certification**
 - Final As-built Survey**, signed & seal, one (1) copy
 - Tie-beam Survey** (also known as Spot Survey), signed & sealed, one (1) copy
 - Soil Density Report** for soil compaction, signed
 - Concrete Test Results** (cylinder tests at 28 Days) for:
 - Footings
 - Slab on grade
 - Filled cells – ACI-530 requires a slump of 8”-11” for reinforced unit masonry
 - 2nd Floor slab
 - All tie-beams
 - Termite Certificate**; signed by installing contractor
 - Welders Certification** (required where used)
 - Sub-contractor List**; including company name, license #, address, phone, email, contact name
 - Copy of Builder’s Warranty**
 - Special Inspector (if used) Certificate of Completion**, including all jobsite inspection reports.
 - Approval from all applicable outside agencies. e.g.** Broward County E.P.G.M.D, Broward Drainage District
 - Fire Sprinkler Completion Certificate – if sprinkled** – NFPA13D, signed by installing contractor
 - Elevator Certificate of Operation**, issued by Broward County
 - Payment check for **Certificate of Occupancy** fee
 - Payment receipt for **School Special Assessment**, if applicable
 - Payment confirmation of all other special assessments or impact fees
 - Blower Door Test Report**

CUSTOMER NOTES:

1. The completed, final Close-out package shall be submitted to the Building Department prior to request for FINAL building inspection.
2. **No Less Than Three (3) Working days** are required for Close-out document review and processing Certificate of Occupancy.
3. All required Close-out documentation is the responsibility of the owner. All documentation must be correct and complete **before** a building Final inspection may be scheduled. Time-delays caused by incorrect and/or incomplete submittal documentation is entirely the responsibility of the Owner, without exception.