



## CERTIFICATE OF OCCUPANCY REQUIREMENTS

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In order to ensure the issuance of a Certificate of Occupancy in a timely manner, the Contractor/Owner-Builder should meet with the C.O. Clerk at least one (1) week prior to calling for Final C.O. Inspections. The clerk will provide him/her with a computer printout of all outstanding permits, inspections, required paperwork, etc. You may contact the C.O. Clerk at 954-797-2258.

The following is a list of items that are required to obtain a Certificate of Occupancy:

- **FINAL INSPECTIONS**

Please call the Inspection line at 954-587-4456 ext. 5000 when scheduling inspections or online at [velocityhall.com](http://velocityhall.com) (**must** be registered and activated by the City of Plantation).

Subcontractors are responsible to call in all of their inspections.

- All related permits **must** be finalized **prior** to the General Contractor scheduling their final C/O inspections.

The following inspections must be scheduled (if listed as a required inspection), when you schedule your Final Structural for a Certificate of Occupancy. If you need to contact a department directly you may call:

- Zoning 797-2225
- Structural 797-2794
- Engineering 797-2282
- Utilities 797-2285
- Landscaping 797-2246
- Fire 797-2150
- Police 916-5602

**C.O.'S WILL NOT BE ISSUED ON THE SAME DAY THAT THE FINAL INSPECTIONS ARE APPROVED.**

- **REQUIRED PAPERWORK\***

- Final/Complete Soil Treatment Certificate
- Insulation Certificate
- Health Certificate (If property has a Septic Tank or is a Restaurant)
- Final Survey – 2 copies (must have P.A.I.D. approval if located in Plantation Acres)
- Elevation Certificate – 2 copies

**\*Must be submitted and approved prior to scheduling Final Inspections.**

**A Certificate of Occupancy may be issued, while the pool is still under construction. A safety barrier must be provided around all swimming pools per City Ordinance Section 5-129 and Florida Statutes, Chapter 515.**

**The C.O. should be available within 24-48 hours after the approval of final inspections and all requirements have been met.**