



CERTIFICATE OF OCCUPANCY REQUIREMENTS

In order to ensure the issuance of a Certificate of Occupancy in a timely manner, the Contractor/Owner-Builder should meet with the permit staff C.O. Representative at least 1-2 weeks prior to calling for Final C.O. Inspections; more frequently for larger projects. The representative will provide him/her with a computer printout of all outstanding permits, inspections, required paperwork, etc. You may contact the C.O. Representative at 954-797-2258.

The following is a list of items that are required to obtain a Certificate of Occupancy as it applies to the project:

- **FINAL INSPECTIONS**

Please call the Inspection line at 1-855-385-4323 when scheduling inspections.

Subcontractors are responsible to call in all of their inspections.

- All related permits **must** be finalized **prior** to the General Contractor scheduling their final inspections on master permit.

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 797-2209
- Landscaping 797-2246
- Fire 797-2150
- Police 797-2790

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
- Final Survey – 2 copies (must have P.A.I.D. approval if located in Plantation Acres)
- Elevation Certificate – 2 copies (if applicable)
- Energy Performance Level (E.P.L) Card
- Blower Door Test report (Single Family Residence)
- Health Department Certificate of approval (If property has a Septic Tank or is a Restaurant)

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

A Certificate of Occupancy may be issued if a pool is still under construction at property. However, a safety barrier must be provided around all swimming pools per City Ordinance Section 5-129 and Florida Statutes, Chapter 515 in order to do so.

The C.O. should be available 24-48 hours after the all required items and inspections have been met/completed.