



CERTIFICATE OF OCCUPANCY CHECKLIST

Rev: 28 | Revision Date: 11/13/2024 | Print Date: 11/13/2024 | I.D. Number: CO

Permit Number:

Date the Certificate of Occupancy Application package was submitted:
(This box must be filled out by **STAFF ONLY**)

Due to recently approved legislation, the process to request a Certificate of Occupancy (CO) has changed. ALL requests must be made by-appointment-only. ALL applicable inspections must have been performed and all required documents from the checklist below must be available at the time of your appointment.

- Do you need to schedule an appointment or have questions about the CO process?** Please call 954-828-5998, 954-828-5194 or contact us via email at COinquiries@fortlauderdale.gov
- Each applicant will be pre-screened to ensure that their application is complete prior to their appointment.

The following items are needed for a Certificate of Occupancy request package:

Please be advised that the Final Survey and the Final Elevation Certificate must be approved prior to requesting a Certificate of Occupancy.

- One (1) finished Construction Elevation Certificate (Three (3) (if Private Provider)
 - Non-substantial improvement or X-Zone remodel/alteration projects not required
- One (1) Final Survey (As-Builts) Signed and sealed by a professional, licensed surveyor.
 - Not applicable to interior remodels/build-outs
- Photocopies of all building permit cards (front and back) Must have initials of all inspectors, including Building, Mechanical, Electrical, Plumbing, Fire, Engineering, Zoning and Landscaping on final inspections. **All Sub-Permits of the Master Permit must have received a final approved inspection and the permit status must be indicating "completed."**
- Original [Certificate of Insulation](#) (Regardless of what type of insulation is used)
- [Energy, Sound, and Impact Certificate](#) (Impact certificate only applies to dwelling units with habitable space below or adjacent)
- Energy Level Display Card (Required for residential new construction and additions)(must be signed and dated by builder)
- Initial Termite Treatment **and** Original Certificate of Final Soil Treatment (Must include the following statement) FBC 1816.1 TERMITE PROTECTION: "This Building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with the rules and laws as established by the Florida Department of Agriculture & Consumer Services."
- Health Department Approval Letter (For septic or private water)
- Blower Door Test Certificate

Checklist is continued on page 2



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- Soil Bearing Capacity Certification (With original density reports or pile log with location plans if structure is built on pilings)
- Broward County Elevator Inspection Report (If elevator is part of the project)
- Signed and Sealed Certificate of Compliance (Required for Special Inspector BCFBC 110.10.7, Threshold Inspector BCFBC 110.8.5.1 for all projects required to have a Special Inspector/Threshold Inspector)
- Fire Penetration Affidavit For any structure/s with rated partitions/walls and or ceilings. This is Not applicable to a one-story, single-family home.
- Roof Warranty (commercial properties only)
- Waterproofing Certificate (commercial properties only)
- Concrete Masonry Unit (CMU) letter
- Florida Energy Efficiency Code For Building Construction (new single family residence)
- Fire Assessment Fee:** Per City Ordinance NO. C-99-49, Section 2-13 requires interim fire assessments be imposed at application of Final CO. Fees will be calculated per occupancy upon a monthly rate for the fiscal year a Final CO is issued. **(New Construction Only)**

THE SUBMITTAL OF A CERTIFICATE OF OCCUPANCY REQUEST PACKAGE DOES NOT CONSTITUTE AN APPROVAL

DSD STAFF WILL HAVE TWO (2) BUSINESS DAYS FOR ONE AND TWO-FAMILY RESIDENTIAL PERMITS AND TEN (10) BUSINESS DAYS ON COMMERCIAL PERMITS TO REVIEW AN ACCEPTED CO REQUEST PACKAGE. APPLICANTS WILL BE NOTIFIED IN WRITING REGARDING ANY DEFICIENCIES.

By signing the box below, you agree that the submission of this CO request packet contains all of the required documents but that it does not constitute acceptance by the City. The acceptance of the CO packet will only occur after the City has reviewed it for completeness and notifies you that it has been accepted.

Submitter Signature	Phone Number	Email Address

For a comprehensive list of the most common obstacles to receiving a Certificate of Occupancy, please review pages 3 and 4.



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The following items are needed to satisfy the requirements to close/complete permits in preparation for a Certificate of Occupancy request.

Mechanical Requirements

- Smoke Control Special Inspector Report (Binder)
- Duct Leakage Test Certificate
- Test and Balance Report

Engineering Requirements for Commercial Projects

- Must have completed the Engineering Final Survey Checklist for Multifamily and Commercial buildings acknowledging that all the requirements for the Final Survey are completed or not applicable. Checklist can be found on City website at:

<https://www.fortlauderdale.gov/home/showpublisheddocument/22434/637770519734770000>

- Broward County Surface Water Management Release of Certificate of Occupancy Letter. Include FDEP Authorization of Use letters for any onsite drainage wells as applicable.
- Final certification from FDEP and Broward County for any water and sewer main improvements, respectively.
- Final inspection approval from FDOT and/or Broward County for any offsite improvements along public roadways within their jurisdiction.
- For public sidewalk improvements - Provide signed and sealed letter from a Florida - Registered Professional Engineer certifying all components of the project were constructed in substantial conformance with the approved plans and that all the sidewalks and ramps constructed in the Right of Way comply with the Accessibility - Federal, State, and Local Standards.
- For offsite water, sewer, and stormwater improvements - Provide original and electronic copy(PDF and CAD) of the complete Paving Grading & Drainage and Water & Sewer As-Built (Record Drawings) for this project, signed and sealed by a Florida - Registered Professional Surveyor and Professional Engineer.
- As applicable, provide the recorded easement and/or maintenance agreement documentation per the Engineering conditions provided in the approved DRC and subsequent Admin Review cases.
- If a Soil Improvement Permit is required, it must be finalized and completed at the time of CO request.



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Engineering Requirements for Residential Projects

- Completed Engineering Final Survey Checklist for Single Family Residential (SFR) New Construction or Addition/Renovation acknowledging that all the requirements for the Final Survey are completed or not applicable. Checklist can be found on City website at:
<https://www.fortlauderdale.gov/home/showpublisheddocument/22436/637770520134830000>
- For offsite water, sewer, and stormwater improvements - Provide original and electronic copy (PDF and CAD) of the complete Paving Grading & Drainage and Water & Sewer As-built (Record Drawings) for this project, signed and sealed by a Florida - Registered Professional Surveyor and Professional Engineer.
- As applicable, provide the recorded easement and/or maintenance agreement documentation for the property.
- If a Soil Improvement Permit is required, it must be finalized and completed at the time of CO request.

Flood Requirements

- Mechanical Equipment Certificate (for generators or other new equipment servicing the building)
- Non-conversion Agreement (for enclosures below elevated buildings)
- V-zone Certificate
- Dry Floodproofing Management Plan or Floodproofing Certificate (commercial properties only)

Structural Requirements

- Accessibility Inspection (Commercial properties with occupants - must be approved prior to CO or CC issuance)
- Any required As-Built drawings

Zoning Requirements

- Recorded Easement Agreement approved by the City Attorney's Office along with HOA or declaration documents with all exhibits. (Required for Townhomes and Cluster homes)