



INDIAN CREEK VILLAGE, FLORIDA

CERTIFICATE OF OCCUPANCY CHECKLIST

COMPANY INFORMATION	DATE
PERMIT NUMBER	
JOBSITE ADDRESS	
OWNER/CONTRACTOR	
BUILDING OFFICIAL	Shellie Ransom-Jackson, CBO, MPA

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.

- Two (2) finished Construction Elevation Certificates

- Two (2) Final Surveys (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 "FINAL".**

- Original certificate of insulation (Regardless of what type of insulation is used)
- Energy Level Display Card (Required for residential new construction and additions) (must be signed and dated by builder)

- 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
- Soil Bearing Capacity Certification (With original density reports or pile log with location plans if structure is built on pilings)
- 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)
- Concrete Masonry Unit (CMU) letter



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- Florida Energy Efficiency Code For Building Construction (new single family residence)
- Final Landscaping
- Certified Final Cost Affidavit
- Roof Uplift Test
- Pile Log Certification
- Recorded Variences

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