



### CERTIFICATE OF OCCUPANCY/COMPLETION CHECKLIST

Project Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

- Permit Holder Request for Certificate of Completion/Occupancy (**This form**)
- Environmental Certificates/Permits (if applicable)
  - North West Florida Water Management District Operations Certificate
  - Flood Elevation Certificate
- Final Florida Fire Prevention Code Inspections (if applicable)
  - Fire Alarm Certification
    - Approved Fire Alarm Shop Drawings
  - Sprinkler Certification
    - Approved Sprinkler System Shop Drawings
- Threshold Certification (if applicable)
- Elevator Certificate(s) of Operation (if applicable)
- A/E Substantial Completion Certification (AIA G704 Form) and Letter Certifying Completion of all Punch List Items
- Final Florida Building Code Inspections
  - Building (if applicable)
    - Termite Certification
    - Product Approval Specification Checklist
    - Structural Inspections (Bolt/Weld Connections and Roofing)
    - Geotechnical Reports (Soil, Density and Compaction Results)
    - \_\_\_\_\_
  - Plumbing (if applicable)
    - Potable Water System Disinfection
    - Backflow Prevention Certificate
    - \_\_\_\_\_
  - Mechanical (if applicable)
    - HVAC Test & Balance Report
    - Boiler Certification
    - \_\_\_\_\_
  - Electrical (if applicable)
    - Generator Load Bank Results
    - Lightning Protection Certificate
    - Coordination Study/Breaker Settings
    - \_\_\_\_\_
  - Other (if applicable)
    - DOE, OEF Forms (110B and 209)
    - Hood Certification (Kitchen, Science, etc.)
    - Small Business Reporting Form