



CONSTRUCTION & FACILITIES DEPARTMENT

Code Enforcement Office
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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 G706 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.)