

## CERTIFICATE OF OCCUPANCY CHECKLIST

The following items must be completed before a Certificate of Occupancy can be issued.

1. For C.O. job is to be completely finished per approved plans and specifications on file.
2. Code compliance affidavit (<https://www.wpb.org/government/development-services/forms>) is to be signed and submitted for projects requiring a special inspector or resident inspector before C.O. is issued.
3. Fire alarm is to be tested and approved by the Fire Marshal's office.
4. A letter must be received from the testing lab certifying that the water for the project has passed the bacteriological tests.
5. Check all compliance of City Commission ordinances on RPD and CPD zoning where applicable. The Planning Division will require a final inspection to make sure that all items are completed before a C.O. can be issued.
6. Building address and/or numbers must be affixed to the building (suite or apartment numbers included).
7. All landscaping is to be finished per plans and City codes.
8. All accessibility requirements are to be completed (signs, ramps, parking spaces, restrooms, etc).
9. All shop drawings, revisions, as-builts, are to be approved by the City before C.O.
10. Graded for positive drainage from building.
11. All fire/smoke doors are to be installed and labeled accordingly, with applicable closers.
12. All construction work trailers, materials and signs are to be removed prior to C.O.
13. Neighboring or surrounding sites and properties are to be cleared of construction material, and a letter from the owner, approving the existing condition, must be submitted.
14. A letter is to be furnished from the Civil Engineer stating that the paving and drainage was installed per plans and specifications on file.
15. All subcontractors (plumbing, mechanical and electrical), including fire alarm and sprinkler, are required to schedule and pass final inspection.
16. All underground utility contractors are required to pass final inspections and submit a letter from the project engineer certifying the work was installed per plans before a C.O. can be issued.
17. All construction and leasing signs are to be removed prior to C.O. and permits are to be obtained for future signs.
18. Remove all banners (violation of sign codes).
19. Letter is to be received from the engineer certifying that the stairs pressurization test has been approved.
20. All elevators and lifts as defined in Chapter 399 Florida Statutes shall have passed a State elevator final inspection, with a copy of state certificate submitted for each one.
21. All required letters are to be either signed and notarized or signed and sealed.
22. Property line survey pins are required at the time of C.O. to verify that all construction (landscaping) was installed within the property.
23. No building(s) shall be stocked with furniture/merchandise prior to the issuance of a C.O.
24. All parking spaces striping shall be double white lines, with all accessible parking spaces marked per striping detail. (<https://www.wpb.org/government/development-services/forms>)
25. All City sidewalks, new or existing, that are damaged are to be replaced.
26. Inspector's final daily reports and code compliance affidavit are to be furnished to the Development Services Department.