



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS

Pembroke Pines Building Department
601 City Center Way
Pembroke Pines, Florida 33025
TEL 954-435-6500

CERTIFICATE OF OCCUPANCY & CLOSE-OUT DOCUMENT CHECKLIST

For ALL OCCUPANCIES pursuant to 2017 FLORIDA BUILDING CODE edition in affect at time of permit issuance.

✓ # **CHECKLIST**

- 1. Certificate of Occupancy Request Letter;** by Permit Holder; addressed to Building Official; sample letter available.
- 2. Final Elevation Certificate,** FEMA 2015 edition; signed & sealed (raised), 2 copies each. Elevation Certificate shall be based on building construction.
- 3. Special Inspector Certificate of Completion,** for Discretionary and Mandatory Inspections, where required, including all jobsite inspection reports, pursuant to 2017 FBC-Broward County Administrative Provisions, section 110.10, and for Lightweight Insulating Concrete installation on flat roofs: materials, installation, inspections and testing pursuant to 2017 FBC section 1917.
- 4. Final As-built Site Survey,** signed & sealed, one (1) copy.
- 5. Welder Certifications** (*required where used*)
- 6. Approval from all applicable outside agencies, e.g.;** Broward County E.P.G.M.D., South Broward Drainage District, City of Pembroke Pines Engineering and Planning/Zoning Depts.
- 7. Water Certification,** see Florida Dept. of Health for information.
- 8. Sewer Certification**
- 9. Termite Treatment Final Certificate of Compliance,** also required - copies of field Treatment Certificates. Forms to include information as set forth in 2017 FBC-Broward County Administrative Provisions, section 105.10, furnished & signed by installing contractor.
- 10. Insulation Certificate and/or Letter** (original), furnished & signed by installing contractor for wall, ceiling and roof insulation.
- 11. Elevator Certificate of Operation,** issued by Broward County
- 12. Certificate of Occupancy,** fee payment
- 13. School Special Assessment,** fee if applicable, payment confirmation
- 14. Special Assessment Fees or Impact Fees,** payment confirmation
- 15. Provide process number for; City of Pembroke Pines Local Business Tax Receipt,** (Commercial only)
- 16. Copy of Builder's Warranty,** (Residential, single family and townhomes only)

CUSTOMER NOTES:

- The completed, final Close-out package shall be submitted to the Building Department and approved prior **to request for FINAL building inspection.**
- **Not Less Than Three (3) Working Days** are required for Close-out document review and processing of Certificate of Occupancy.
- All required **close-out documentation is the responsibility of the owner.** All documentation must be ***accurate and complete before*** a building Final inspection may be scheduled. Time-delays caused by incorrect and/or incomplete submittal documentation **is entirely the responsibility of the Owner,** no exceptions.