



# CERTIFICATE OF OCCUPANCY CHECKLIST

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## The following items are needed for a Certificate of Occupancy request package:

- Do you need to schedule an appointment or have questions about the CO process?** Please contact us via email at [COinquiries@fortlauderdale.gov](mailto:COinquiries@fortlauderdale.gov)
- All permits must have received final inspections and be officially closed. The final Survey and Finished Construction Elevation Certificate must be submitted and approved prior to proceeding.**
- Soil Bearing Capacity Certification (With original density reports or pile log with location plans if structure is built on pilings)
- Concrete Masonry Unit (CMU) letter
- Signed and Sealed Certificate of Compliance (Required for Special Inspector BCFC 110.10.7, Threshold Inspector BCFC 110.8.5.1 for all projects required to have a Special Inspector/Threshold Inspector)
- 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."
- 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)
- Florida Energy Efficiency Code For Building Construction (new single family residence)
- Blower Door Test Certificate
- Broward County Elevator Inspection Report (required if three (3) stories or more)
- Health Department Approval Letter (For septic or private water)
- Fire Assessment Fee:** Per City Ordinance NO. C-99-49, Section 2-13 requires interim fire assessments be imposed at application of Final CO. Fees will be calculated per occupancy upon a monthly rate for the fiscal year a Final CO is issued. **(New Construction Only)**