



**CERTIFICATE OF OCCUPANCY  
 TEMPORARY CERTIFICATE OF OCCUPANCY  
 CERTIFICATE OF COMPLETION  
 CHECKLIST**

*Please note that it may take up to 72 hours to process a Certificate of Occupancy.*

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

Application #: \_\_\_\_\_

Job Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

Parcel/Folio: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**REQUIRED DOCUMENTS:** ("C"-Commercial Projects, "R"-Residential Projects)

*\*Please reference and clearly label all required documents in your request letter. Please note that all signed and sealed documents must be an original submittal.*

- Request Letter to the Building Official from General Contractor requesting CO or TCO (C&R)
- Soil Compaction Certification (*signed & sealed*)(C&R)
- Soil Termite Certificate(C&R)
- Insulation Certificate(C&R)
- (2)Elevation Certificates (*signed & sealed*)(C&R)
- (2) Final Surveys with City Engineer & Zoning Approval (*signed & sealed*)(C&R)
- Masonry Engineer's Letter (*signed & sealed*) (C&R)
- Truss Affidavit (C&R)
- D.P.E.P. Broward Approval Letter (C&R)
- Broward Sanitary/Sewer Approval Letter (C&R)
- Broward County Health Department Approval (C)
- Permit Card (*with all finals signed off*) (C&R)
- Blower Door Testing as per Florida Energy Code Conservation R402.4.1.2 (R)
- Copy of Completed Energy Performance Level (EPL) Display Card (R)
- Elevator Certificate (*if applicable*) (C &R)

E.R.U. Fee Amount \$ \_\_\_\_\_

C.O Fee (5% of Job Value +8% Surcharge) Amount \$ \_\_\_\_\_

T.C.O Fee (5% of Job Value +8% Surcharge) Amount \$ \_\_\_\_\_

Other Fees: \_\_\_\_\_ Amount \$ \_\_\_\_\_

***Certificates will not be processed until all required documents have been submitted.***

**FINAL INSPECTIONS (Office Use Only):**

- |  |   |
|--|---|
| <input type="checkbox"/> Mechanical Date: _____  | <input type="checkbox"/> Zoning Date: _____         |
| <input type="checkbox"/> Electrical Date: _____  | <input type="checkbox"/> Roof Date: _____           |
| <input type="checkbox"/> Low Voltage Date: _____ | <input type="checkbox"/> Fire Alarm Date: _____     |
| <input type="checkbox"/> Plumbing Date: _____    | <input type="checkbox"/> Fire Sprinkler Date: _____ |
| <input type="checkbox"/> Irrigation Date: _____  | <input type="checkbox"/> Fire Marshal Date: _____   |
| <input type="checkbox"/> Landscape Date: _____   | <input type="checkbox"/> Structural Date: _____     |

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Issued by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_

DATE RECEIVED:(OFFICE USE ONLY )

**Additional Permits:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Building Planning & Zoning**

2200 Civic Center Place  
 Miramar, FL 33025  
 954.602.3200  
 miramarfl.gov

**Hours of Operation:**  
 Monday-Thursday 7AM-6PM  
 Friday: Closed

**Building Official:**  
 Julio Briceno

**Assistant Building Official:**  
 Adam Hilton