



**Certificate of Occupancy (CO), Temporary Certificate Occupancy (TCO)  
Certificate of Completion (CC) Checklist  
(Office Use)**

**Requesting:**    CO    TCO    CC    The Same day: CO, TCO, CC (\$200.00)

**Date:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Final Inspections Approved:**

- |  |  |
|--|--|
| <input type="checkbox"/> Building Final                          | <input type="checkbox"/> Low Voltage           |
| <input type="checkbox"/> Building Final Approved with Conditions | <input type="checkbox"/> Fire Final            |
| <input type="checkbox"/> Electrical Final                        | <input type="checkbox"/> Engineering Final     |
| <input type="checkbox"/> Plumbing Final                          | <input type="checkbox"/> Zoning Final Approval |
| <input type="checkbox"/> Mechanical Final                        |  |
| <input type="checkbox"/> Roof Final                              |  |

**Outstanding items; open, expired permits associated with the project and location address:**


**Final Documentation Received:**

- Conditional Certificate of Occupancy Agreement
- Final Survey
- Elevation Certificate - AO Flood Zone – Community Name – Wellington, Community Number – 125157 – Elevation – Minimum 1ft. above HAG
- Drainage Certificate
- Final Drain Field/Septic approval
- Final Termite Certificate – “Final” Certificate, Bait System – Minimum 5 year Contract
- Insulation Certificate
- Florida Energy Efficiency Code Form (EPL) Residential Only
- Pending Plan Revisions
- Plan Review Record
- Required (BTR) Business Tax Receipts application submitted for Commercial Only



**Final/Outstanding Fees:**

At the discretion of the Building Official, a conditional (temporary) certificate of occupancy may be issued for structures where there are unresolved or accepted conditions which do not affect the health and life safety of the occupants of the structure. The fees for these conditional certificates of occupancy shall be:

- Solid Waste Fees - when applicable TCO/CO Commercial/Residential
- Conditional fees - TCO Commercial/Residential
  - Residential – original fee .....\$250.00
  - Residential – renewal fee .....\$125.00
  - Commercial – original fee – <5,000 sq. ft. ....\$750.00
  - Commercial – renewal fee – <5,000 sq. ft. ....\$750.00
  - Commercial – original fee – >5,000 sq. ft. ....\$1,500.00
  - Commercial – renewal fee – >5,000 sq. ft. ....\$1,500.00

**111.1 Use and Occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a Certificate of Occupancy therefore as provided herein. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing, and fire protection systems have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the building official.

**Exception:** Certificates of occupancy are not required for work exempt from permits under Section 105.2.

**Certificate will be issued to the applicant or owner/agent authorized by the applicant  
 Requests for CO/TCO/CC are processed / issued within 24 hours of the request or the next business day.  
 Fees associated with the request and or any other outstanding fees are due at the submittal.**

- Approved
- Rejected

Request prepared by: \_\_\_\_\_

Compliance with all above requirements verified by: \_\_\_\_\_

Building Department Staff Name, Date