



# CITY OF COCONUT CREEK

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DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

## Certificate of Occupancy Requirements

1. All final inspections must be approved by all disciplines (Structural, Electrical, Plumbing, Mechanical, Engineering, Landscaping & Zoning and Fire, if applicable).
2. All following necessary paperwork must be submitted:
  - a) Letters of approval from all required agencies (EPD, Surface Water Management, Waste Water Management, Board of Health, etc.)
  - b) Truss letters from the Engineer of Record: 1 - Letter from the Engineer accepting the job with required inspections listed and 2- Final truss letter from the Engineer that work was completed.
  - c) Soil treatment/Pest Certificate
  - d) Insulation Certificate
  - e) Elevation Certificate
  - f) All concrete and special inspector reports
  - g) Any other correspondence, which the Building Official may require prior to issuance of a Certificate of Occupancy.
3. Zoning and Engineering require three (3) copies of the final survey to be submitted 48 hours prior to calling in for a Landscaping/Zoning inspection. The surveys are to be placed in the designated tray at the Building Department front counter.
4. When all of the above requirements have been completed and all paperwork submitted to the Building Department, the permit folder will be prepared for a Certificate of Occupancy within 48 hours. Once the Building Official signs the Certificate of Occupancy the **contractor** will be notified that it is ready for pickup.
5. All **unpaid** re-inspection fees must be paid prior to the issuance of a Certificate of Occupancy.
6. Florida Power & Light will be called to release the power **after** the Building Official signs the Certificate of Occupancy.