

BUILDING DIVISION

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COMMERCIAL CERTIFICATE OF OCCUPANCY CHECKLIST

Required

- ___ Building card - containing final initials of inspectors, also includes fire, engineering and landscaping, all must be scheduled on the building inspection request line.
- ___ Surveys (2) final as built - required items: elevations of building showing all intended setbacks from property lines and other existing structures. Ingress + egress required parking spaces, wheel stops, stripping, and all paving to exterior.
- ___ Certificate of elevation (requires engineers review) - (sealed by surveyor) expiration date 2012 with pictures of front and rear of property required on form- Map#12011c/Community #120035 *Complete Sections C + D
- ___ Contractors list - (major subs: list addresses, phone numbers, license no.)
- ___ Certificate of insulation - (must be original)
- ___ Certificate of soil treatment - (for termite - original) chapter 105.10 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 and consumer services."
- ___ Health dept. approval letter - (on septic or private water) Certification Clearance Final.
Note: if house has a septic tank, approval letter is required from the health dept.
- ___ D.P.E.P. approval letter if form is stamped **conditional:** then we need a final approval letter.
- ___ Soil compaction letter - (density reports required)
- ___ Letter for supervision of truss placement
- ___ Utilities receipt of payment (for Residential & Commercial projects) (954) 433-4000 Davie Water Dept
- ___ waste management agreement & recyclable material – (1 copy for commercial contracts) (954) 974-7500
- ___ Backflow preventor certificate - (required on commercial projects only)
- ___ ***please note that the same items are required for temporary co.**
- ___ Impact fees for police & fire (**see chart**)
- ___ Fire Rescue Fees (**see chart**)
- ___ Complete CO package accepted only.*
- ___ Processing time is 72 hrs from time dropped off.*
- ___ Emergency co see fee schedule for cost. Within 24hrs of submitting package.
*must meet minimum safety requirements per code (road access fire hydrants, etc)

A temporary co if approved is for commercial only; see fee schedule for cost.
A hold harmless letter will be required from the G.C. stating all items pending per Trade (electrical, plumbing, etc...) describing all items that need to be complete.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit