



## BUILDING DIVISION

### COMMERCIAL CERTIFICATE OF OCCUPANCY CHECKLIST

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6591 ORANGE DRIVE DAVIE, FLORIDA 33314

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#### **Items Required:**

*Please provide completed package for C.O. Processing time is 72 hours from drop off.*

- Building Permit Card – Must contain inspector’s initials on all final inspections, including Fire, Engineering, and Landscaping.
- Two (2) copies of Surveys final as built. Provide elevations of building showing all intended setbacks from property lines and other existing structures. Ingress and egress required for parking spaces, wheel stops, striping, and paving exterior.
- Three (3) copies of Certificate of Elevation - Requires Engineering Division review and must be sealed by surveyor. Use form dated expiration Nov. 30, 2018, including pictures of front, rear, and side views in color.
- Original Certificate of insulation.
- Original Certificate of soil treatment for termites. Must be in accordance with the rules and laws as established by the Florida Department of Agriculture and Consumer Services.
- Copy of Energy Calculation form, signed by EPL and General Contractor.
- Health Department approval letter for private water or septic. If on septic tank, provide Sewage Treatment Certification Clearance final approval.
- Broward County Environmental Protection Department approval letter. If form is stamped “conditional” we need a final approval letter.
- Soil compaction letter (Density report required).
- Receipt of payment from Town of Davie Utilities Department.
- Backflow prevention certificate.
- Paid [Impact fees](#) for Police, Fire, and General Government will be verified at time issuance.
- Fire Rescue Assessment fee is collected at time of C.O.

**Please note:** The previous items are also required for Temporary C.O (commercial only) including a Hold Harmless Letter from the G.C stating all items pending completion per trade (Elec, Plb, etc.). For Emergency C.O the minimum safety requirements per code must be met (road access fire hydrants, etc.). See [fee schedule](#) for costs and times.