



## BUILDING DIVISION

### RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

6591 ORANGE DRIVE DAVIE, FLORIDA 33314

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#### **Items Required:**

*Provide completed package for C.O. Processing time is 72 hours from drop off. See [Fee Schedule](#) for cost.*

- Envelope Leakage Test Report Form - Need to be signed by person performing the test and also the Mechanical Chief. The form is on the back of the energy calculations.
- 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.
- 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.
- Paid [Impact fees](#) for Police, Fire, Parks and Recreation, and general Government will be verified at time issuance.
- Fire Rescue Assessment fee is collected at time of C.O.