



LAUDERDALE LAKES  
WE CARE

Building Division  
Telephone: (954) 946-1100 / Fax: (954) 946-1101

## Residential - CERTIFICATE OF OCCUPANCY & CLOSE-OUT Document Requirements

For detached 1 & 2 family dwellings and townhouses not more than 3 stories above ground, pursuant to 2015 Florida Building Code - Residential

### ✓ CHECKLIST

- Certificate of Occupancy Request Letter**; addressed to Building Official; sample letter available.
- Copy of Completed Permit Card**; indicating Final inspection results and dates.
- Elevation Certificates**, FEMA 2015 edition; signed & sealed (raised), 2 copies each. Elevation Certificate shall be based on building construction, and *required for each of the following*:
  - 1. Construction drawings
  - 2. Building under construction
  - 3. Finished construction
- Water Certification**
- Sewer Certification**
- Final As-built Survey**, signed & seal, one (1) copy
- Tie-beam Survey** (also known as Spot Survey), signed & sealed, one (1) copy
- Soil Density Report** for soil compaction, signed.
- Concrete Test Results** (cylinder tests at 28 Days) for:
  - Footings
  - Slab on grade
  - Filled cells – ACI-530 requires a slump of 8"-11" for reinforced unit masonry
  - 2<sup>nd</sup> Floor slab
  - All tie-beams
- Termite Certificate**, signed by installing contractor.
- Sub-contractor List**, including company name, license #, address, phone, email, contact name.
- Copy of **Builder's Warranty**
- Special Inspector (if used) Certificate of Completion**, including all jobsite inspection reports.
- Fire Sprinkler Completion Certificate – if sprinkled** – NFPA 13D, signed by installing contractor
- Payment check for **Certificate of Occupancy** fee
- Payment receipt for **School Special Assessment**, if applicable
- Payment confirmation of all other special assessments or impact fees.

### CUSTOMER NOTES:

1. The completed, final Close-out package shall be submitted to the Building Department *prior to request for FINAL building inspection*.
2. **No Less Than Three (3) Working Days** are required for Close-out document review and processing Certificate of Occupancy.
3. All required Close-out *documentation is the responsibility of the owner*. All documentation must be correct and complete **before** a building Final inspection may be scheduled. Time-delays caused by incorrect and/or incomplete submittal documentation *is entirely the responsibility of the Owner*, without exception.