



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

Pembroke Pines Building Department  
601 City Center Way  
Pembroke Pines, Florida 33025  
TEL 954-435-6500

## CERTIFICATE OF OCCUPANCY & CLOSE-OUT DOCUMENT CHECKLIST

For ALL OCCUPANCIES pursuant to 2023 FLORIDA BUILDING CODE 8th edition in affect at time of permit issuance.

### ✓ # CHECKLIST

- 1. **Certificate of Completion Request Letter**; by Permit Holder; addressed to Building Official; sample letter available.
- 2. **Final Elevation Certificate**, FEMA 2019 edition; signed & sealed (raised), 2 copies each. Elevation Certificate shall be based on building construction.
- 3. **Special Inspector Certificate of Completion**, for Discretionary and Mandatory Inspections, where required, including all jobsite inspection reports, pursuant to 2023 FBC-Broward County Administrative Provisions, section 110.10.
- 4. **Final As-built Site Survey**, signed & sealed, one (1) copy.
- 5. **Welder Certifications** (*required where used*)
- 6. **Approval from all applicable outside agencies, e.g.;** Broward County E.P.G.M.D., South Broward Drainage District, City of Pembroke Pines Engineering and Planning/Zoning Depts.
- 7. **Water Certification**, see Florida Dept. of Health for information.
- 8. **Sewer Certification**
- 9. **Termite Treatment Final Certificate of Compliance**, also required - copies of field Treatment Certificates. Forms to include information as set forth in 2023 FBC-Broward County Administrative Provisions, section 105.10, furnished & signed by installing contractor.
- 10. **Insulation Certificate and/or Letter** (original), furnished & signed by installing contractor for wall, ceiling and roof insulation.
- 11. **Fire Proofing Affidavit(s)**, (original), furnished & signed by installing contractor(s)
- 12. **Elevator Certificate of Operation**, issued by Broward County
- 13. **Certificate of Occupancy**, fee payment
- 14. **School Special Assessment**, fee if applicable, payment confirmation
- 15. **Special Assessment Fees or Impact Fees**, payment confirmation
- 16. **Provide process number for; City of Pembroke Pines Local Business Tax Receipt**, (Commercial only)
- 17. **Copy of Builder's Warranty**, (Residential, single family and townhomes only)

### CUSTOMER NOTES:

- The completed, final Close-out package shall be submitted to the Building Department and approved prior **to request for FINAL building inspection.**
- **Not Less Than Three (3) Working Days** are required for Close-out document review and processing of Certificate of Occupancy.
- All required **close-out documentation is the responsibility of the owner.** All documentation must be ***accurate 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,** no exceptions.

**REQUEST LETTER FOR CERTIFICATE OF OCCUPANCY – TEMPLATE**

RECREATE LETTER ON COMPANY LETTERHEAD  
COMPANY ADDRESS

Date:

To: Steve Pizzillo, Building Official  
City of Pembroke Pines Building Department

Re: Request for Certificate of Occupancy  
Permit #  
Project Name  
Project Address

Mr. Pizzillo,

The permit scope of work is complete in accordance with the contract documents and 2020 Florida Building Code. All final inspections are complete and passed. All close-out documentation is complete, and fees paid.

Please issue a Certificate of Occupancy at your earliest convenience.

Thank you,

Permit holder name & signature

Phone number

Email