



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 2017 FLORIDA BUILDING CODE edition in affect at time of permit issuance.

✓ # CHECKLIST

- 1. **Certificate of Occupancy Request Letter**; by Permit Holder; addressed to Building Official; sample letter available.
- 2. **Final Elevation Certificate**, FEMA 2015 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 2017 FBC-Broward County Administrative Provisions, section 110.10, and for Lightweight Insulating Concrete installation on flat roofs: materials, installation, inspections and testing pursuant to 2017 FBC section 1917.
- 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 2017 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. **Elevator Certificate of Operation**, issued by Broward County
- 12. **Certificate of Occupancy**, fee payment
- 13. **School Special Assessment**, fee if applicable, payment confirmation
- 14. **Special Assessment Fees or Impact Fees**, payment confirmation
- 15. **Provide process number for; City of Pembroke Pines Local Business Tax Receipt**, (Commercial only)
- 16. **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.

General Contractor Letterhead

Date:

To: George Kropp, Building Official
City of Pembroke Pines Building Department

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

Mr. Kropp,

The permit scope of work is nearing completion and is in accordance with the contract documents and 2014/2017 Florida Building Codes. At this time we would like to submit this request for it to be issued. Included with this request is the applicable Certificate of Occupancy /Completion Close-Out documents. Please advise of any remaining fees which will need to be paid.

Any assistance you can provide to accomplish closing out this job would be greatly appreciated.

Thank you.

Permit holder name & signature

Phone number

Email