



Community Development - Building Division

1607 NW 136 Ave., Bldg. B · Sunrise, FL 33323 · P: 954.572.2354 F: 954.572.2357

Flex:	Zone:	Occupancy:
Type of Construction:		Max Cap (if assembly use):

CERTIFICATE OF OCCUPANCY CHECKLIST

Permit # _____ Lot _____ Block _____
 Section _____ Address _____

- 1) Final Inspections; Structural _____ Electrical _____ Mech. _____
 Plumbing _____ Roof _____ Fence _____ Shutters _____
 Fire _____ Other _____
- 2) Final Survey, 2 signed (original signature)/sealed copies _____ (MUST SAY FINAL SURVEY)
- 3) Engineering Inspections: Site _____ Landscaping _____
- 4) DNRP Development Review Form _____ MUST HAVE WRITTEN RELEASE FROM DNRP IF CONDITIONAL
- 5) Letter of Intent _____ Inspection Reports _____ Concrete Reports _____ Piling _____
 Post-tensioning log _____ Certificate of Compliance _____
- 6) Bearing Statement _____ Compaction Reports _____ Soil Treatment _____ (MUST SAY FINAL)
- 7) Elevation Certificate _____ (Note FIRM date)
- 8) Shop Drawings: Bar joist _____ Pre-stressed _____ Wood truss _____ Stairs _____
 Railings _____ Other _____
- 9) Insulation Certificate _____
- 10) Shoring Layout _____
- 11) Roofing Uplift Reports _____ (For mortar & foam installations)
- 12) Welding Certificate _____
- 13) Recorded Document Affidavit (Residential) _____
- 14) Special Assessment Affidavit (Residential) _____
- 15) Zoning Affidavit (Residential) must have Zoning Map _____
- 16) Recreational Amenities _____ (For multifamily/commercial projects-work must be completed/finaled)
- 17) Shell Certificate of Completion _____
- 18) Broward County Surface water approval _____ (North of I-595)
 South Florida Water Mgmt District approval _____ (South of I-595)
- 19) Other _____
