

CHECK LIST FOR CO'S

***A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL
REQUIRED DOCUMENTS ARE SUBMITTED, ALL REQUIRED PERMITS &
FEES HAVE BEEN ISSUED & PAID FOR***

- Notice of Commencement (w/bldg permit application)
- Compaction Engineering Report (not less than 95%) (w/bldg permit application)
- Engineer Certification for 140 mph wind load & exposure “C” windloads (Should be on truss plans) (Permit date after March 1, 2002 only) (w/bldg permit application)
- Truss Plans with Raised Seal (no copies) (w/bldg permit application)
- Energy Calculations (w/bldg permit application)
- Elevation Certificate
 - 1) Beginning (deliver before slab is poured)
 - 2) Final
- Insulation Certificate
- Form Board Survey
 - 1) Before footing/foundation/slab inspection
 - 2) Final (tie in survey)
- Termite Treatment Certificate
- Final ARC Approval
- One complete “As Built” set of plans

Once CO is issued, the owner is responsible for transferring property to their name.