



CERTIFICATE OF OCCUPANCY REQUIREMENTS

In order to ensure the issuance of a Certificate of Occupancy in a timely manner, the Contractor/Owner-Builder should meet with a permit representative at least 1-2 weeks prior to calling for Final C.O. Inspections; more frequently for larger projects. The representative will provide him/her with a computer printout of all outstanding permits, inspections, required paperwork, etc. You may contact the C.O. Representative at 954-797-2258.

The following is a list of items that are required to obtain a Certificate of Occupancy as it applies to the project:

FINAL INSPECTIONS

Please call the Inspection line at 954-678-2632 or visit <https://aca.plantation.org/citizenaccess/> (shall be registered and activated) to schedule inspections.

Subcontractors are responsible to call in all of their inspections.

- All related sub permits **shall** be Finalized **prior** to the General Contractor scheduling the final inspections on the master permit.

The following inspections shall be scheduled, as applicable, when you schedule your Final Structural on the master permit prior to obtaining a Certificate of Occupancy. If you need to contact a department directly, you may call:

- Structural 797-2794
- Fire 797-2150
- Engineering 797-2282
- Zoning 797-2225
- Utilities 797-2209
- Landscape 797-2246
- Police 797-2790

REQUIRED PAPERWORK*

- Final/Complete Soil Treatment Certificate, signed & sealed or signed & notarized
- Insulation Certificate
- Final Survey – 2 copies, signed & sealed (must have P.A.I.D. approval if located in Plantation Acres)
- Elevation Certificate – 2 copies, signed & sealed
- Energy Performance Level (E.P.L) Card
- Blower Door Test report (Single Family Residence)
- Health Department Certificate of approval (If property has a Septic Tank or is a Restaurant)
- Outside Agencies Final approvals, if applicable

*** Must be submitted and approved prior to scheduling Final Inspections.**

A Certificate of Occupancy may be issued if a pool is still under construction at property. However, a safety barrier shall be provided around all swimming pools per City Ordinance Section 5-129 and Florida Statutes, Chapter 515 in order to do so.

The C.O. should be available within 24-48 hours after the all required items and inspections have been met/completed.

A C.O. WILL NOT BE ISSUED THE SAME DAY FINAL INSPECTIONS/REQUIREMENTS ARE APPROVED.