



Community Development Department – Building Division
CERTIFICATE OF OCCUPANCY REQUEST PACKAGE

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DATE CO PACKAGE SUBMITTED:

PERMIT NUMBER:

NOTICE TO CONTRACTOR/PERMIT FEE OWNER: Due to recently approved legislation, the process to request a Certificate of Occupancy (CO) has changed. Please review the checklist carefully.

REVIEW FORMS, INSPECTIONS AND PERMITS BEFORE SUBMITTAL:

- Review the inspection history to ensure all inspections were approved
- Review all permits for pools, fences, generators, and other categories ancillary to the structure to ensure they are closed
- Review all documents for completion and accuracy to avoid unnecessary delays
- Upload all forms to the permit record AND submit originals for raised seal/wet signatures

THE FOLLOWING ITEMS ARE REQUIRED FOR A CO REQUEST PACKAGE:

- Final landscape plan (requires landscape inspection after submittal)
- Final signed and sealed boundary survey (including IPR, setbacks, dimensions)
- Final signed and sealed Elevation Certificate (after landscaping) including:
 - Flood vent certificate **if applicable OR
 - Final V zone certificate **if applicable
- Blower Door/Leak Test certificate
- Energy Performance Level (EPL) Display Card (signed by contractor)
- Final Termite Certificate (if soil treat, must be after final landscape installation)
- Recorded Non-Conversion Agreement (recorded with Pinellas County Clerk of Court)
- Recorded Driveway Agreement (recorded with Pinellas County Clerk of Court)
- Payment of fee for TCO or CO

SUBMITTAL OF A CERTIFICATE OF OCCUPANCY PACKAGE DOES NOT CONSTITUTE APPROVAL

By signing the box below, you agree that this CO request packet contains all the required documents, and that submission does not constitute acceptance by the City.

Staff will review within two (2) business days for one-and-two family residential permits and ten (10) business days for commercial permits. Applicants will be notified via email regarding deficiencies.

Signature of Applicant	Phone Number	Email Address