



**TOWN OF PEMBROKE PARK**  
3150 SW 52 AVE  
PEMBROKE PARK, FL 33023  
954-966-4600 Ext 211/227 • 954-966-5310 (FAX)

## **CERTIFICATE OF OCCUPANCY & CERTIFICATE OF COMPLETION CHECKLIST**

\_\_\_\_\_ (Permit Number) Photocopy of Building Permit Card must have initials of all inspectors, fire, engineering, & zoning on final inspections. **All sub-permits of the Master Permit must have received a final approved inspection and permit closed.**

Original Certificate of Insulation

Energy level Display Card **(Required for residential new construction and additions)**

Original Certificate of Final Soil Treatment **(Must include the following statement)**

**FBC 2326.5 Termite Protection: "This Building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with the rules and laws as established by the Florida Department of Agriculture & Consumer Services.**

Health Department Approval Letter **(for septic or private water)**

Broward County Development & Environmental Regulation Division (DER)-Approval Letter **(If stamped "Conditional" a final letter must be submitted)**

Soil Bearings Capacity Certification **(with original density reports or Pile Log with location plans if structure is built on pilings)**

Broward County Elevator Inspection Report

Signed & Sealed Certificate of Compliance **(from Special Inspector required per FBC 109.11.7 for all projects required to have a special inspector)**

Two (2) Final Surveys (As-Builts)

**The following are required items on a survey: (1) Elevations of building(s) showing all intended setbacks from property lines and other structures. (2) Ingress & Egress required parking spaces, wheel stops, striping, and all paving to exterior. (3) All elevation grades at and along property boundaries, detailing retention of storm water run-off, and including right-of-way frontage and swale areas.**

Two (2) Elevation Certificates with pictures **(After final construction. Per FEMA form 81-31, March 2009 must be signed & sealed by Surveyor)**

**\*\* Engineering & Zoning require a minimum one week in each Department to review surveys. Surveys should be submitted as soon as possible to expedite your Certificate of Occupancy process a C.O. will not be issued without an approved survey\*\***

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Name Phone Number Email