



## Certificate of Completion (COC) Checklist

Permit #:

Address:

Flood Zone:

County Road:

- CHECK COMMENTS/CONDITIONS** – *Review for any pending conditions*
- CONTRACTOR** – *License and Insurance current*
- OWNER NAME** – *Owner in City View matches application form*
- FINALS PASSED** – *verify all sub permit inspections have passed*

### **PRIVATE PROVIDER – ADDITIONAL REQUIREMENTS**

- All inspections attached and signed off**
- PP Certificate of Completion attached PPCOC**
- NTBO**

### **COMMERCIAL – ADDITIONAL REQUIREMENTS**

- Fire Final** – *commercial bldgs. And vacation rental*
  
- EMAIL SENT TO CONTRACTOR WITH DOCS NEEDED**
- ALL FEES HAVE BEEN PAID IN FULL**
- COC COMPLETED AND ISSUED BY:**