



**Certificate of Occupancy (CO) 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
- Driveway Final** – if applicable, need final on driveway
- Septic Final** – Final septic inspection
- Water/Sewer** – city/county receipts or letter
- Termite Final**– Final termite treatment document w/Florida Statute
- UCEC Elevation Certificate** (Required at nailing inspection)
- Final Elevation Certificate** (approved by Hope) (Required for CO)
- Blower Door Test Certificate** (passed/Signed)
- R-O-W (Right-Of-Way) Approval Received**, if applicable

**PRIVATE PROVIDER – ADDITIONAL REQUIREMENTS**

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

**COMMERCIAL – ADDITIONAL REQUIREMENTS**

- CA (Certificate of Acceptance)** – Check notes if a CA is Required from P & Z
- Fire Final** – commercial bldgs. And vacation rental



### INSPECTION LOG CHECKLIST

**Permit #:**

**Address:**

<b>PLUMBING ROUGH IN</b>	
<b>SLAB</b>	
<b>NAILING</b>	
<b>DRY IN</b>	
<b>INSULATION</b>	
<b>EARLY POWER – Private Provider</b>	
<b>ENERGIZATION – Bay County</b>	
<b>BLDG FINAL</b>	
<b>NOTES:</b>	

- ALL FEES HAVE BEEN PAID IN FULL
- EMAIL SENT TO CONTRACTOR WITH DOCS NEEDED
- CO COMPLETED AND ISSUED BY: