



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 561.841.3365 • PERMITS@VILLAGE-NPB.ORG • WWW.VILLAGE-NPB.ORG

CERTIFICATE OF OCCUPANCY CHECKLIST

In order to obtain a Certificate of Occupancy (CO), please complete the attached checklist and submit hard copies to the Building Department for review prior to the final Certificate of Occupancy request. Review the Site Plan Conditions to assure that all items have been addressed. Once approved, a Certificate of Occupancy will be issued within 5 Business Days.

Date: _____

Master Permit #: _____

Project Address: _____, North Palm Beach, FL

_____ Test and Balance Report (Commercial Only)

_____ Blower Door Test (Residential Only)

_____ Life Safety Plan (Commercial Only)

_____ Certificate of Compliance for Drainage (Signed & Sealed by Engineer or Architect)

_____ Elevator Certification & Inspection Reports

_____ Certificate of Compliance (Signed & Sealed by Landscape Architect)

_____ Heath Dept. Pool Final (Commercial Only)

_____ Third Party Engineering/Special Inspector Final Reports

_____ Final Sign Offs/Approvals/Acceptance From Other Agencies, as Applicable (LWDD, FDOT, PBC)

_____ Insulation Certificate

_____ Final Sign off From Sea Coast Utilities

_____ Final Termite Treatment Letter

_____ Final Master Permit Inspection

_____ Final Elevation Certificate

_____ Final Subpermit Inspections

_____ Final Survey

_____ Final Fire Inspection (Commercial Only)

_____ Form Board Survey

_____ Final Right of Way Inspection

_____ Signed & Sealed Geotechnical Report

_____ Final Planning & Zoning Inspection (Commercial Only)

_____ Energy Performance Level Display Cards (Residential Only)

 Qualifier Signature

 Print

FOR OFFICE USE ONLY:

HAVE ALL INSPECTIONS BEEN COMPLETED/PASSED?

YES NO

Building M/E/Ps Fire ROW Planning & Zoning

HAVE ALL DOCUMENTS BEEN SUBMITTED?

YES NO

UNPAID FEES? YES NO

FEES PAID? YES NO

AMOUNT DUE \$ _____

ACCEPTED BY: _____

DATE: _____

TIME: _____

CALLED FOR PICKUP: _____

DATE: _____

TIME: _____

PICKED UP: _____

DATE: _____

TIME: _____