



THE VILLAGE OF NORTH PALM BEACH  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408  
 PHONE 561.841.3365 • FAX 561.841.8242 • 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: \_\_\_\_\_