



**ALLOW 24-48 HOURS TO PROCESS
ONCE NOTIFIED BY CONTRACTOR
THAT ALL FINAL INSPECTIONS
HAVE BEEN COMPLETED**

**CITY OF OLDSMAR
100 STATE STREET WEST
OLDSMAR, FL 34677
PHONE: 813-749-1100
FAX: 813-855-2730**

**APPLICATION FOR
CERTIFICATE OF OCCUPANCY**

Building Permit No. _____

I, _____ Hereby certify that the following is a complete list of all licensed Sub-Contractors who furnished labor and materials on the construction of:

Building Address: _____

Occupancy Type: _____ Type of Construction: _____

Sprinklered Yes No Design Occupant Load _____ Persons

General Contractor _____ Utilities Contractor _____

Engineer/Surveyor _____ Roofing Contractor _____

Electrical Contractor _____ Mechanical Contractor _____

Plumbing Contractor _____ Fire Protection Contractor _____

THIS LIST MUST BE COMPLETED AND ACCURATE. ALL SUBCONTRACTORS SHALL BE STATE AND COUNTY LICENSED. Final electrical, plumbing, roofing and mechanical inspections must be made and approved. No building shall be occupied or a change made in occupancy or the nature of the use of a building or part of a building until after the Building Official, Technical Services and *Fire Department have signed the application for certificate of occupancy. Said certificate shall not be issued until all required inspections in accordance with Article III of the Land Development Code and the Florida Building Code, 6th Edition (2017), have been performed and all outstanding fees have been paid.

Signature of Applicant: _____

THIS IS TO CERTIFY THAT THE STRUCTURE LOCATED AT: _____
LOT _____ BLOCK _____ SUBDIVISION _____
BUILDING PERMIT NO _____ HAS BEEN COMPLETED ACCORDING TO ALL REQUIREMENTS OF THE CITY OF OLDSMAR AND PERMISSION IS HEREBY GRANTED TO OCCUPY SAID STRUCTURE IN COMPLIANCE WITH ALL APPLICABLE CODES.

DATE: _____ BUILDING OFFICIAL: _____

DATE: _____ TECHNICAL SERVICES: _____

DATE: _____ *FIRE OFFICIAL: _____

*REQUIRED FOR COMMERCIAL PROPERTIES ONLY



City of Oldsmar

To provide leadership, innovation, environmental stewardship and excellent services in partnership with the community

Planning & Redevelopment Department ~ 100 State St. West ~ Oldsmar, FL 34677 ~ (813) 749-1100 ~ Fax (813) 855-2730

CERTIFICATE OF OCCUPANCY CHECKLIST

The following items must be completed before a Certificate of Occupancy can be issued:

Site:

1. All landscaping to be installed and completed per plans and City Codes.
2. Accessible (Handicapped) parking signage and other required accessible elements must be completed and/or installed.
3. Property must be graded for positive drainage from building.
4. All construction trailers, building materials, and debris of any kind to be removed from site.
5. Neighboring and surrounding sites and properties are to be cleared of construction materials and/or debris.
6. All construction and development signs are to be removed.
7. All banners and temporary signs are to be removed.
8. **All city sidewalks that abut the project or were damaged by the construction must be replaced if they are broken or cracked.**

Building:

1. If a special inspector has performed inspections, the Inspection Firm is to submit a signed and sealed code compliance letter certifying the inspections performed.
2. Fire Sprinkler and/or alarm and emergency lighting must be tested and passed by the Fire Marshal.
3. Building address and/or numbers to be installed including suite and the apartment numbers.
4. Screens to be on all openings as required.
5. All rated doors to be installed and labeled, with closers.
6. Soil treatment certification (horizontal and vertical), insulation certification and energy code certification to be provided.
7. The Design Engineer and the fabricator are to provide letters certifying that welds have been approved by the engineer and by the fabricator. Individual welder's certifications are also to be provided.
8. Elevators are required to have a State elevator inspection. Provide copies of the inspection certificate.

Outside Agencies:

1. Provide Health Department release for water and sewer, certifying that the water for the project has pass the necessary bacteriological and pressure tests.
2. A Certificate of Completion is to be furnished by the design engineer, stating that the paving and drainage was installed in accordance with the plans and specifications.
3. Provide a Certificate of Completion from the Project Engineer, certifying the installation of the underground utilities.
4. Provide a copy of the final approval from FDOT for any driveways and work done on State Roads.
5. Provide that temporary water has been paid for and meter returned.

General:

1. Job is completely finished per the reviewed plans and specifications on file. This includes **all final inspections being required and passed** by all contractors and subcontractors, including fire, underground utilities, etc.
2. Engineering, Planning and Building Divisions to recheck and confirm compliance with all relevant ordinances, resolutions, variances, special exceptions, site plan approvals, etc.
3. Required record drawing to be submitted with ample time allowed for review.
4. Final survey is required to show all building dimensions, setback dimensions, elevations of floor, patios and sidewalks, berms and swales, delineation of drainage system and direction of drainage, location of utilities and easements. (provided in .pdf format if larger than 11 x 17)
5. Permanent signs must be installed, inspected and final inspection passed.
6. All required letters are to be signed and sealed. IF the letter is not from a Florida Licensed Design Professional, the letter must be signed and notarized.
7. The owner or tenant of any buildings, offices, apartments, stores, etc. must apply for relevant occupational license.
8. Submit signed copies of the energy calculations and the EPL Performance Card.
9. If site is in a flood zone, provide a signed and sealed copy of the elevation certificate.

Your attention and cooperation in assuring that all requirements are completed prior to requesting the Certificate of Occupancy will expedite the issuance of the certificate.

I HAVE READ AND UNDERSTAND THE TERMS ABOVE AND WILL COMPLY WITH THE REQUIREMENTS.

Owner or Authorized Agent

Print Name