



Additional Required Paperwork Submittal Form

BUILDING DEPARTMENT

Revision Date: 12/1/2022

Form I.D. Number: 039.0

Date Submitted: _____ Permit Number: _____

Contractor: _____ Site Address: _____

Print Your Name: _____ Phone Number: _____

Submit: **All surveys.**

1 Spot Survey - Certified by Land Surveyor. (Surveyed after slab is poured)

1 Final Survey - Certified by Land Surveyor. (Surveyed after completed construction)

1 Flood Elevation Certificate - **Section C** must be marked as **Finished Construction; Section D** must be signed and certified by Surveyor, Engineer, or Architect.

TERMITE CERTIFICATE - For **New Construction & Additions:**

1 copy - must say **FINAL** and have the following statement:

“Building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with the rules and laws established by the Florida Department of Agriculture and Consumer Affairs.”

TERMITE CERTIFICATE - For **Existing Buildings:**

1 copy - Areas beneath the slab that have been disturbed have been treated for termites in accordance with the rules and laws established by the Florida Department of Agriculture and Consumer Affairs.

1 copy Insulation Certificate

1 copy Density Report – sealed by engineer

1 copy Bearing Capacity Report – sealed by engineer

1 copy Mechanical Test and Balance Report. If a range hood exhaust system was installed, please submit hood report at time of final hood inspection.

1 copy Dumpster Contract (Licensed Trash Haulers for Residential only see Trash Haulers List. Waste Pro is the only hauler of construction debris on Commercial Sites.)

1 copy Notice of Termination MS4 (Storm water) if applicable

1 copy Paving Sub-Base Compaction Report – Sealed by Engineer (if applicable)
This requirement pertains to new commercial buildings and new residential buildings other than single-family homes.

C.O. DESK ONLY

If Applicable - Refund Trailer and/or Trash Bond (Trailer permit must be closed, completed and removed) Permit Number: _____ - _____ Release Letter required for Trailer/and or Trash

This paperwork will not hold up your CO inspections, but it will hold up the issuance of your CO.

Not all paperwork is required for every CO. Please check your list of inspections.