THE VILLAGE OF TEQUESTA
BUILDING DEPARTMENT
345 TEQUESTA DRIVE ● TEQUESTA, FLORIDA 33469
561.768.0450 ● PERMITS@TEQUESTA.ORG ● WWW.TEQUESTA.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: _____,Tequesta, FL_____

Phone Number:_____Email:_____.

_____Blower Door Test (Residential Only)

_____Design Flood Elevation Acknowledgment Form

_____Energy Performance Level Display Cards

_____Final Elevation Certificate

_____Final Master/Sub Permit Inspections

_____Final Sign off From Loxahatchee River District

_____Final Survey

_____Final Termite Treatment Letter

_____Form Board Survey

_____Insulation Certificate

_____Signed & Sealed Geo-technical Report

_____Third Party Engineering/Special Inspector Reports

_____Elevator Certification & Inspection Reports

_____Certificate of Compliance for Drainage (Signed & Sealed)

_____Certificate of Compliance (Signed & Sealed by Landscape Architect)

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

_____Final Fire Inspection (Commercial Only)

_____Life Safety Plan (Commercial Only)

_____Heath Dept. Pool Final (Commercial Only)

_____Test and Balance Report (Commercial Only)

_____Final Right of Way Inspection

_____Final Planning & Zoning Approval

_____Final Code Compliance Approval

_____Utilities Approval

_____ _____

Qualifier Signature Print

FOR OFFICE USE ONLY:

HAVE ALL INSPECTIONS BEEN COMPLETED/PASSED? **YES** □ **NO** □

□ Building □ M/E/Ps □ Fire □ ROW □ Planning & Zoning □ Code Compliance

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:** _____