

**CITY OF NORTH PORT**  
**Development Services Department**  
**4970 City Hall Boulevard**  
**North Port, FL 34286**

**Phone (941) 429-7044**

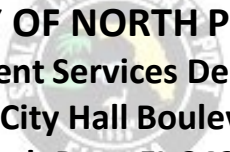
**Email: [bldginfo@northportfl.gov](mailto:bldginfo@northportfl.gov)**

**Fax (941) 429-7180**

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**CHECKLIST FOR A CERTIFICATE OF OCCUPANCY (C of O)**

- All Building inspection(s) have been resulted as "AP" (*This will include Building, Plumbing, Mechanical, and Electrical*)
- Fire sprinklers and alarms installed, inspected, and resulted as "AP"
- All Zoning inspection(s) have been resulted as "AP"
- All Public Works inspection(s) have been resulted as "AP"
- Public Works as-built have been submitted, reviewed, and approved
- All Planning requirements and inspections have been met and approved
- All Arborist inspection(s) have been resulted as "AP"
- Fire Final for CO has been resulted as "AP"
- Impact fees have been paid with a check
- Final survey and elevation certificate have been resulted as "AP"
- Original Certificate of Insulation (regardless of what type of insulation is used)
- Health Department Approval
- Envelope Leakage Test Report (Blower Door Test)-Residential Only
- Energy Level Display Card- (Residential Buildings Only)
- Test & Balance Report (Commercial)
- Private Provider – per Fla.Stat. 553.791 (12) provide a signed and sealed certificate of compliance



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**CERTIFICATE OF OCCUPANCY/ C of O PROCESS**

The Building Official will rely on the inspection process to determine if the site and structure is substantially complete and safe for the OWNER / TENANT to use.

After all inspections have been performed and no violations of the provisions of the code or other municipal laws enforced by the City, a Certificate of Occupancy will be issued.

When all final inspections have been **scheduled and resulted**, you may request for a Certificate of Occupancy (C of O).

Please submit this completed document along with a request for final fees to the Building Division [bldginfo@northportfl.gov](mailto:bldginfo@northportfl.gov). Once the impact fees have been paid in full and all inspections have been approved a Certificate of Occupancy will be issued to the contractor of record.

\_\_\_\_\_  
**Permit No.**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Name (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email**