

TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435
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Certificate of Occupancy/Completion Checklist

This form may not be a complete list. Additional items may be due upon inspections/reviews.

***** ALL C/O REQUIRED PAPERWORK MUST BE SEPARATED & LABELED *****

Permit Address: _____ Permit #: _____
 Contractor/Co. Name: _____
 Phone #: _____ Email: _____

For Official Use Only		
Final Building Inspections	Permit #	Final Date
Building		
Demolition		
Electrical		
Fire Sprinkler (+Boynton Fire Dept)		
Gas (+Boynton Fire Dept)		
Irrigation		
Low Voltage		
Mechanical		
Plumbing		
Roofing		
Temp Fence		
Temp Pole		
Temp Trailer		
Outstanding Fees		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Paperwork Required for C/O		Date Received
As-Built Surveys (1 sets-include septic/drain field/utilities on survey)		
Boynton Beach Utilities Confirmation (Building Clerk will verify)		
DEP Final Order (1 set)		
Elevation Certificate (1 set)		
Energy Performance Level (EPL) Display Card (1 set)		
Envelope Leakage Test Report (1 set - dated after final inspection)		
Final Dept. of Transportation (if applicable)		
Final Drainage/Exfiltration Trench/Landscaping Certification Letter (Engineer of Record)		
Final Approval by Town Engineer (Engenuity)		
Final Geotechnical Reports (soil test, pilings, etc.) (1 set)		
Insulation Certificate (1 set)		
Nonconversion Agreement (1 recorded set)		
Palm Beach Co. Health Department Inspection (1 set)		
ROW Permit Parking Returned		
Septic Approval Letter from PBC Health Dept. (1 set)		
Service Contract for Septic System		
Termite/Pest Control Inspection (1 set)		
V-Zone Certificate (V Zones only, 1 set)		

Prepared By: _____ Date: _____