



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

oceanridgeflorida.com ♦ LBurns@oceanridgeflorida.com

Certificate of Occupancy/Completion Checklist

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

Permit Address: _____ Permit #: _____

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

| For Official Use Only | | |
|---|----------|---------------|
| Final Building Inspections | Permit # | Final Date |
| Building | | |
| Demolition | | |
| Dock and/or Boatlift | | |
| Drainage/Landscaping | | |
| Driveway/Walkway | | |
| Electrical | | |
| Elevation Certificate Site Inspection | | |
| Fence | | |
| Fire Sprinkler (+Boynton Fire Dept) | | |
| Gas (+Boynton Fire Dept) | | |
| Generator | | |
| Irrigation | | |
| Low Voltage | | |
| Mechanical | | |
| Plumbing | | |
| Pool and/or Spa | | |
| Roofing | | |
| Seawall | | |
| Temp Fence | | |
| Temp Pole | | |
| Temp Trailer | | |
| Wall | | |
| Outstanding Fees | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Paperwork Required for C/O | | Date Received |
| As-Built Surveys (3 sets-include septic/drainfield/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 Certificate for Exfiltration Trench (3 set) | | |
| Final Drainage/Landscaping Approval Letter | | |
| Final Geotechnical Reports (soil test, pilings, etc.) (3 sets) | | |
| Insulation Certificate (1 set) | | |
| Nonconversion Agreement (1 recorded set) | | |
| Palm Beach Co. Health Department Inspection (1 set) | | |
| ROW Permit Parking Returned | | |
| Service Contract for Septic System | | |
| Shop Drawings for Stairs/Rails (2 sets) | | |
| Termite/Pest Control Inspection (1 set) | | |
| V-Zone Certificate (V Zones only, 1 set) | | |

Prepared By: _____

Date: _____