



SEMINOLE TRIBE OF FLORIDA
TRIBAL INSPECTOR' DEPARTMENT
6363 TAFT ST. SUITE 308
HOLLYWOOD, FL. 33024
OFFICE: (954) 894-1080 FAX: (954) 989-1571
EMAIL: BUILDINGDEPT@SEMTRIBE.COM

COMMERCIAL CERTIFICATE OF OCCUPANCY CLOSE-OUT DOCUMENTS

✓ CHECKLIST

- Complete Certificate request form
- Completed Permit Card; including Final inspection results and dates
- Plan Revisions, permit holder is responsible for pick-up of ALL job revisions.
Final inspection shall not be scheduled until this item complete
- Termite Certificate, Final Treatment signed by installing contractor
- Final Elevation Certificate
- Final Survey, signed and sealed (1 copy)
- Insulation Certificate
- Soil Density Reports
- Concrete Test Results
 - Footings
 - Slab on grade
 - Filled cells
 - 2nd floor slab
 - All tie-beams
- Special Inspector (if used) Certificate of Completion for all inspections, including all jobsite inspection reports
- Fire Sprinkler Yes / No, if sprinkled Completion Certificate
- Welder Certification
- Final Fire Department Approval
- Final Health Department Approval if required
- Final Environmental Department Approval if required
- Final PW/Utilities Department Approval if required
- Elevator Certificate(s)

SQ Footage: _____ **Occupancy Load** _____ **Construction Type:** _____
Group Occupancy _____

1. The final close-out package to be submitted to the Building Department prior to request for FINAL building inspection.
2. No less than three (3) working days are required for close out document review and processing Certificate of Occupancy.
3. All required Close-out documentation is the responsibility of the owner. All documentation must be correct and complete before a building final inspection may be scheduled. Time-delays caused by incorrect and/or incomplete submittal documentation is entirely the responsibility of the owner, without exception.