



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION**

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

**Commercial or Multi-Family Building
Certificate of Occupancy Checklist Items**

The below items are standard CO review items that will be required to be completed prior to issuance of Certificate of Occupancy. Some items on the checklist may not be applicable to specific permits and will be notated on CO checklist by Building Department staff as N/A if not applicable to permit.

- Final Administrative Review
- Building Department Inspections Complete including other Departmental Final Inspections
- All permit fees paid
- Insulation Certificate received
- Threshold Building documentation provided if applicable
- Blower Door and Duct Leakage Certification received if applicable
- DEP Permit Requirements completed if applicable (Coastal Structures Only)
 - Lowest Horizontal Structural Member Certification
 - FDEP Foundation Location Certification
 - FDEP Final Certification
- Pile Certification received if applicable
- Environmental Planning: Turtle Protection if applicable (Coastal Structures Only)
- Final Termite Treatment Certification received
- Storm Shutter Affidavit received if applicable
- Environmental Health Department approval if applicable
- Engineering: FEMA Elevation Certificate approved if applicable
- Engineering: As Built Survey approved
- Engineering: ROW / Site Drainage approved
- Engineering: Sidewalks Installed if applicable
- Fire Department Review
- Fire COVB Site Inspection
- Planning Site Plan Release
- Utilities Water and Sewer Connection approved
- Utilities Solid Waste Fees paid

NOTE:

Other items may be added to CO checklist if applicable to specific permits and will be required prior to Certificate of Occupancy issuance.