

Community Development
Department
County Administration Building
1801 27th Street, Building "A"
Vero Beach FL 32960



This Covers Project
Site Work **NOT**
Included in
Building Dept's
Final Inspection

SITE PLAN PROJECTS CERTIFICATE OF OCCUPANCY CHECKLIST

- I. To request site work inspections for Certificate of Occupancy, applicant must submit the following items to Maria Bowdren in the **Planning Division** (mbowdren@ircgov.com / 772-226-1242):
- (a) Certification Letter sealed by Architect or Engineer of Record stating site has been completed in conformance with approved plan. **MUST INCLUDE: Address, Project #, Site Plan # and all applicable Building Permit #'s.**
 - (b) Landscape Certification Letter from landscape provider or landscape architect certifying that landscape material is Florida #1 or better quality and when last inspected. **If mitigation trees are required, the certification letter must include the number and location of the mitigation trees.**
- II. Applicant must submit to the **Engineering Department** (772-226-1283):
- (a) Certification Letter sealed by Architect or Engineer of Record stating site has been completed in conformance with approved site plan.
 - (b) One as-built site plan.
- III. Applicant must connect the **Solid Waste Disposal District** at swddfes@ircgov.com or 772-226-1300 to determine required solid waste fees due prior to CO.
- IV. Other departments involved that you may need to contact **after** inspections are made include:
- (a) **Environmental Health Department:** (794-7440).
 - (b) **Utilities:** Arjuna Weragoda (226-1821), Jesse Roland (226-1636). Note: F.D.E.P. water/sewer line certifications may be needed before Utilities will clear the project for Certificate of Occupancy.
 - (c) **Traffic Engineering,** Maya Miller (226-1637).
 - (d) **Fire Prevention:** 226-1880 (Battalion Chief Dave Johnson, Lt. Rich Marini, Lt. Peggy Parmenter, Lt. Sandra Seeley, and Lt. Jesse Hobbs)
 - (e) **[If Needed] - St. Johns River Water Management District,** Palm Bay Office 800-295-3264