



Charlotte County Government

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Certificate of Occupancy Preparation and Requirements One and Two-Family Dwellings (Revised January 2019)

This Guidance Document provides information about what is required to prepare for the issuance of the Certificate of Occupancy (CO) for a new one or two-family dwelling as follows:

- 1. Pay Outstanding Fees including reinspection, impact and solid waste assessment fees, if any. Please call 941.743.1201 for assistance.
- 2. Elevation Certificate - "Final" ("A," "AE" or "V" Flood Zones). Two (2) originals with "raised seals" must be submitted to the Building Construction Division for review/approval prior to requesting the Certificate of Occupancy. Please allow sufficient time for review, approval and data entry. Please do not write anything on the form except in the spaces provided. Permit numbers should go in Section G4 ONLY.
- 3. As-Built Drainage Survey - "Final." Must be signed and sealed by a Florida registered surveyor, dated after sod is installed or the lot is stabilized, and submitted to the Building Construction Division for review/approval prior to requesting the Certificate of Occupancy. Please allow sufficient time for review, approval and data entry.
- 4. Blower Door Test Report. Must be signed by the qualified individual who performed the test and submitted to the Building Construction Division for review/approval prior to requesting the Certificate of Occupancy. Please allow sufficient time for review, approval and data entry. Note: this test requirement became effective on July 1, 2017 in Florida and is applicable for new permit applications submitted on or after that date.
- 5. Termite Treatment Certificate - "Final." Must be submitted to the Building Construction Division prior to requesting the Certificate of Occupancy. Please allow sufficient time for data entry.
- 6. Septic Tank installation approval, usually an email sent to the Building Construction Division from the Florida Department of Health for Charlotte County (941.743.1266), if not connected to public sewer. Please call 941.743.1201 to verify that the email was received by the Division.
- 7. Additional Items. Complete the installation of the following:
 - A. House number (4" in height) on the front of the house (not just on the mailbox, if one is installed).
 - B. Grass sod on erodible areas of the lot and disturbed areas located in the right-of-way or easements;
 - C. Trees planted as may be required or provide proof of tree buyout;
 - D. Driveway, pipe(s) and swale(s);

- E. Appliance connections necessary for their operation;
 - F. Structural, mechanical, electrical and plumbing systems required by the Florida Building Code; and,
 - G. All items (including appliances, fans, equipment, plumbing fixtures, etc.) that are indicated on/in the approved construction documents must be installed at the time of final inspection unless a plans change/revision is submitted and approved prior to the inspection.
8. Final Inspections Scheduling. Schedule all required final inspections and receive an “approved” or “pass” disposition. These are listed on the Permit & Inspections Job Card and are also shown online at <https://secureapps.charlottecountyfl.gov/CitizenAccess/>.

Please call 941.743.1201 or email BuildingConstruction@CharlotteCountyFL.gov for more information.

DJ: Certificate-Of-Occupancy-Requirements-Guidance-Document

COMMUNITY DEVELOPMENT DEPARTMENT

Building Construction Division

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Phone: 941.743.1201 | Fax: 941.764.4907 | Inspection Request Automated Line: 941.833.4086

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PermitResubmittal@CharlotteCountyFL.gov