



SEMINOLE TRIBE OF FLORIDA
TRIBAL INSPECTOR'S 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

- Completed Certificate request form by Permit Holder; addressed to Building Official;
- All related permit inspections must be closed
- As Built plans with Architect Narrative
- Commissioning Report
- Completed Permit Card; including Final inspection results and dates
- Final Elevation Certificate, Signed and Sealed
- Elevator Certificate (if applicable)
- Final Environmental Approval
- Final Fire Department Approval
- Final Health Department (if applicable)
- Final Public Works Utilities Connection Approval
- Final Survey
- Fire Alarm Testing Report
- Fire Penetration Signed & Sealed Affidavit
- Fire Sprinkler Testing Report
- Re-inspection fees must be paid in full
- Concrete Testing Reports
- Soil Densities
- Threshold Inspection Report
- Welder Certifications (if applicable)
- Final Termite Treatment Certificate
- Insulation Certificate signed by the Installing contractor for wall, ceiling and roof
- Energy Level Display Card Signed by an authorized party (new construction & additions)
- Energy, Sound and Impact Certificate (applies to dwelling units with habitable space below or adjacent)



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All required closeout documentation is the responsibility of the Contractor and owner. All documentation must be accurate and complete before CO issuance. Time-delays caused by incorrect and/or incomplete submittal documentation is entirely the responsibility of the Contractor / Owner, no exceptions.

Three (3) working days minimum are required for close out document review and processing Certificate of Occupancy.