




Certificate of Occupancy Flow Chart

When a commercial project is completed, the following information is required for County issuance of a Certificate of Occupancy (C.O.)

TIME FRAME	APPLICANT SUBMITS
	<ol style="list-style-type: none"> 1. To the Code Enforcement Department a letter certified by an architect or engineer stating that the site has been completed in conformance with the approved site plan. A landscape certification letter is also required certifying that the landscape is Florida #1 quality or better and is done per the approved landscape plan. 2. To the Engineering Division a letter certified by an architect or engineer stating that the site has been completed in conformance with the approved site plan. One as-built site plan must also be submitted to the Engineering Division. 3. To the Solid Waste Disposal District (SWDD) one construction floor plan, signed and sealed (include building square footage). Also, one as-built site plan, signed and sealed, must be submitted to SWDD. Solid waste fee payment. (Set by SWDD at time of submittal)
	
Day 1	Planning Assistant in the code enforcement department logs-in a Certificate of Occupancy application request. A C.O. checklist is generated and given to the appropriate code officer with the plan file. An email is routed to all departments advising them to complete a site inspection. Departments include: Engineering, Traffic, Utilities, Fire Prevention, Solid Waste, Environmental Health, St. Johns River Water Management District.
	
Day 2-5	All departments complete a site inspection and either sign off on the project or generate a discrepancy letter to the applicant advising what matter need to be address prior to C.O. approval.
	
Day 6	Once all departments have signed off on the project, Code enforcement will review the project with the project site planner and then sign-off on the Certificate of Occupancy for the Building Division issuance of a C.O.

Actual time frame will depend on the completion of the site and the applicant's response to any discrepancy letters.