

# **CERTIFICATE OF OCCUPANCY CHECKLIST**

## **SINGLE FAMILY DWELLINGS**

### **CITY OF VERO BEACH/INDIAN RIVER COUNTY**

#### **FINAL INSPECTIONS**

**Automated Inspection Request System - Dial 770-5455 (Complete Information Sheet in Office)  
Schedule Final Inspection for Building Permit and Sub-permits**

#### **FINAL ADMINISTRATIVE REVIEW**

**Final Administrative Review by Building Division Administrative Staff - AFTER ALL final inspections have been approved. Review includes the following items, as they apply to the specific project.**

- Insulation Certification - (Loose Fill or Blown-In Type Only) - Contact Insulation Contractor who will submit Certificate to the Building Department**
- Flood Zone Certification - (If property is located in a designated Flood Zone - Information is on Building Permit). Contact Project Engineer/Surveyor for Elevation Certification. Submit sealed Certification (on FEMA Form) (2) copies provided to the Building Department**
- Turtle Protection (IF PROPERTY IS LOCATED IN TURTLE PROTECTION ZONE):**
  - CITY OF VERO BEACH: Contact City Planning Dept. - 978-4550**
  - INDIAN RIVER COUNTY: Contact Roland DeBlois - 567-8000, Extension 258**
- Code Enforcement Sign-Off – Two Tree Inspection**
  - Contact Christine Wirth 567-8000, ext. 1249**
- Health Department Release**
  - Final Inspection for Well and/or Septic Tank**
  - Contact Health Department: 794-7400**
- Right-of-Way Approval**
  - CITY OF VERO BEACH: Engineering Department - 978-4870**
  - INDIAN RIVER COUNTY: Engineering Department - 567-8000, Extension 283**
- Payment of Solid Waste Disposal District Fee (SWDD)**
  - Contact the Solid Waste Disposal District - 567-8000, Extension 294**
- Energy Code**
  - Verification that Certifications submitted by Mechanical Contractor and Insulation Contractor agree with requirements of Energy Code submitted for Project (i.e., R - value of insulation and SEER rating of A/C equipment).**
- Outstanding Permits, Fees, and/or Reinspection Fees**

**Verification that all applicable permits were obtained and all fees were paid.**