



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

**SITE PLAN PROJECTS  
CERTIFICATE OF OCCUPANCY  
CHECKLIST**

- I. To request a site work inspection and approval for Certificate of Occupancy, applicant must submit to Maria Bowdren in the Planning Division – 1st Floor (226-1242):
- (a) Certification Letter sealed by Architect or Engineer of Record stating site has been completed in conformance with approved site plan. **MUST INCLUDE: Address, Project #, Site Plan # and all 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 County Engineering Department – 1st Fl (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 submit to Donna Starck in County Solid Waste Disposal District (SWDD) (226-1300):
- (a) One construction floor plan, signed and sealed. (include building square footages)
  - (b) One site plan, signed and sealed.
  - (c) Solid waste fee payment. (set by SWDD at time of submittal)
- IV. Other departments involved that you may need to contact **after** inspections are made include:
- (a) **Environmental Health Department:** Glenn Schuessler (794-7440).
  - (b) **Utilities:** Mike Hotchkiss (226-1821), Gordon Sparks (226-1823), 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 (Lt. Rich Marini, Lt. Peggy Parmenter, Lt. John Duran, and Lt. Sandra Seeley)
  - (e) **[If Needed] - St. Johns River Water Management District,** Palm Bay Office (321-984-4940)