

**CERTIFICATE OF OCCUPANCY CHECKLIST
COMMERCIAL/MULTI-FAMILY
NEW AND ADDITIONS/ALTERATIONS
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 Subpermits

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
 - **Threshold Building (Engineer sign-off required if building meets threshold building definition per State Statute 553.71)**
 - **Planning/Site Plan CO Checklist complete**
INDIAN RIVER COUNTY: Contact Code Enforcement Dept. 226-1249
CITY OF VERO BEACH: Contact Tim McGarry - 978-4550
 - **Engineering or Architectural**
 - **Turtle Protection (IF PROPERTY IS LOCATED IN TURTLE PROTECTION ZONE):**
CITY OF VERO BEACH: Contact Tim McGarry - 978-4550
INDIAN RIVER COUNTY: Contact Roland DeBlois - 567-8000, Extension 258
 - **Fire Department Sign-Off - Contact Fire Department – 226-1949**
 - **Health Department Release (County projects: part of Planning/Code Enforcement Signoff)**
Contact Health Department: 794-7400
 - **Right-of-Way Approval**
CITY OF VERO BEACH: Engineering Department - 978-4870
INDIAN RIVER COUNTY: (Part of Planning/Code Enforcement sign-off)
 - **Payment of Solid Waste Disposal District Fee (SWDD)**
Contact the Solid Waste Disposal District - 567-8000, Extension 1300
 - **Outstanding Permits, Fees, and/or Reinspection Fees**

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