



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

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Certificate of Occupancy/Completion Checklist

This form may not be a complete list. Additional items may be due upon inspections/reviews.

Permit Address: _____ Permit #: _____

Contractor/Co. Name: _____ Phone #/Email: _____

For Official Use Only		
Final Building Inspections	Permit #	Final Date
Building		
Demolition		
Dock and/or Boatlift		
Drainage/Landscaping		
Driveway/Walkway		
Electrical		
Elevation Certificate Site Inspection		
Fence		
Fire Sprinkler (+Boynton Fire Dept)		
Gas (+Boynton Fire Dept)		
Generator		
Irrigation		
Low Voltage		
Mechanical		
Plumbing		
Pool and/or Spa		
Roofing		
Seawall		
Temp Fence		
Temp Pole		
Temp Trailer		
Wall		
Outstanding Fees		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Paperwork Required for C/O		Date Received
As-Built Surveys (include septic & drainfield on survey) (3 copies)		
DEP Final Order (1 copy)		
Elevation Certificate (1 copy)		
Energy Performance Level (EPL) Display Card (1 copy)		
Envelope Leakage Test Report (1 copy)		
Final Dept. of Transportation (if applicable)		
Final Drainage Certificate for Exfiltration Trench (3 copies)		
Final Drainage/Landscaping Approval Letter		
Final Geotechnical Reports (soil test, pilings, etc.) (3 copies)		
Insulation Certificate (1 copy)		
Nonconversion Agreement (1 recorded copy)		
Palm Beach Co. Health Department Inspection (1 copy)		
ROW Permit Parking Returned		
Service Contract for Septic System		
Termite/Pest Control Inspection (1 copy)		
V-Zone Certificate (V Zones only)		

Prepared By: _____

Date: _____