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Construction Services & Permitting

# Certificate of Occupancy or Certificate of Completion Application

*Revised October 22, 2022*

Date \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

**CHECK ONE:**

**CERTIFICATE OF OCCUPANCY**

**CERTIFICATE OF COMPLETION**

This Application for Certificate of Occupancy or Certificate of Completion should be submitted only after all required documentation and inspections have been scheduled and/or approved. The required inspections may include any or all of the following: electrical, mechanical, plumbing, gas, building, roof, park/pave, landscape, fire, and engineering. All applicable fees must be paid prior to issuance of Certificate of Occupancy.

Schedule inspections on-line at <https://actiononline.stpete.org/Click2GovBP/Index.jsp> (preferred method) or via phone 727-893-4101. A notice of two (2) business days is typically required to process your application. Larger projects may require additional time.

The contractor is responsible for the final inspection or written approval of all applicable agencies including, but not limited to: Historic Preservation, Zoning, Engineering, Fire, and Development Review Services prior to the issuance of the Certificate of Completion or Certificate of Occupancy.

The undersigned, by signing below, does hereby certify that all final inspections, or written approval of the above agencies, have been scheduled and/or approved, and all applicable documentation has been submitted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## Commercial

Certificate of Completion - \$100.00

**New commercial buildings or change of use - \$125.00**

**Checklist for Certificate of Occupancy (if applicable)**

- \_\_\_\_\_ Parcels and/or addresses assigned.
- \_\_\_\_\_ Approval from Engineering, Zoning and Historic Preservation
- \_\_\_\_\_ All final (building, fire sprinklers, fire alarms, fire, plumbing, electrical, mechanical, gas, roof, park/pave, landscape) inspections scheduled or approved.
- \_\_\_\_\_ Final survey showing building setbacks, all site hardscape improvements, site drainage per City standards
- \_\_\_\_\_ As built drawings for sidewalk-infrastructure & stormwater treatment system
- \_\_\_\_\_ Final certificate of elevation provided (Flood Zones)
- \_\_\_\_\_ Threshold report (when applicable)
- \_\_\_\_\_ All fees including outstanding sewer impact and transportation impact fees paid.

## Single Family Residence

Certificate of Completion \$100.00

**Single family or duplex residential - \$75.00**

**Checklist for Certificate of Occupancy**

- \_\_\_\_\_ Parcels and/or addresses assigned
- \_\_\_\_\_ All final (building, plumbing, electrical, mechanical, gas, roof) inspections scheduled or approved
- \_\_\_\_\_ Final survey showing building setbacks, all site hardscape improvements, site drainage per City standards
- \_\_\_\_\_ Approval from Zoning & Historic
- \_\_\_\_\_ Certificate of elevation (Flood Zones)
- \_\_\_\_\_ All fees including outstanding sewer impact and transportation impact fees paid
- \_\_\_\_\_ If part of a master plan project, Engineering approval is required
- \_\_\_\_\_ Passed Blower Door Test

**Inspection results and outstanding fees can be viewed on-line at:**

<https://actiononline.stpete.org/Click2GovBP>