

CO/CC Request Information

The attached form is used to request final inspections for **ONLY** the following permits: Residential and Commercial Additions, Remodels, New Construction, Shell buildings, and Tenant Buildouts.

The "CERTIFICATE OF OCCUPANCY/CERTIFICATE OF COMPLETION (CO/CC) REQUEST FORM" is designed to offer a checklist to follow, prior to sending in your request for final CO/CC inspection. The form should be emailed to the CO desk corequest@capecoral.gov for processing. **Please label the subject line with the permit # and primary contractor's company name. Example: B12-34567 ABC Const.**

If your CO/CC Request Form is rejected/failed: You will be notified via the email address listed on the CO/CC Request Form of any pending items. Once all corrections have been completed and you are ready for inspection, resubmit the CO/CC Request Form to the CO desk at corequest@capecoral.gov. Please label the subject line with the permit # and primary contractor's company name, "pending items completed". Example: B12-34567 ABC Const pending items completed. For Private Provider permits, add "PP" in front of the permit #.

A new CO/CC Request Form is required each time a final CO/CC inspection is requested.

FOR CITY INSPECTED permits ONLY: When the final CO/CC inspection is scheduled, the CO desk will contact you with a scheduled date via the email address listed on the CO/CC Request Form.

If your final CO/CC inspection fails, you will be required to pay the re-inspection fee. Once all corrections have been completed and re-inspection fees have been paid, resubmit the CO/CC Request Form to the CO desk at corequest@capecoral.gov. Please label the subject line with the permit # and primary contractor's company name, "pending items completed" in the subject line. Example: B12-34567 ABC Const pending items completed. Re-inspections will be rescheduled for the next available date.

If your final CO/CC inspection passes, the CO desk will issue the certificate the next business day with the following exception:

Single Family, New Construction permits ONLY: The solid waste fee will be added to the permit by 11am the day following the passed inspection. You will be notified to pay the fee via the email address listed on the CO/CC Request Form. All solid waste fees must be paid by 12pm for the certificate to be issued the same day. We automatically check for fee payments between 12pm and 1pm daily. You do not need to notify us when the fees are paid. If fees are paid after 12pm the certificate will be printed the next business day.

Additions/Remodel permits: the CO Desk will issue the CO/CC Certificate the next business day.

FOR (PP) PRIVATE PROVIDER INSPECTED permits: All CO/CC Request Forms, along with 3rd party final documents, are processed in the order they are received from the primary contractor.

(PP) If your CO/CC Request is rejected/failed, you will be notified via the email address listed on the CO/CC Request Form of any pending items. Once all corrections have been completed, resend your CO/CC Request Form to the CO desk at corequest@capecoral.gov. Please label the subject line with the PP, permit # and primary contractor's company name, "pending items completed". Example: PP B12-34567 ABC Const pending items completed. **A new CO/CC Request Form is required each time a CO/CC is requested.**

(PP) If the permit is complete with all State and City requirements met, the solid waste fee will be added, you will be notified to pay the fees via the email address listed on the CO/CC Request Form or we will automatically deduct the payment from your escrow account.

NOTE: If your CO/CC request is failed due to missing or incorrect final documents, you must correct and upload those documents to the permit. All related document inspections must be passed **before** submitting your CO/CC Request Form. Common reasons for CO/CC request failure include:

- Final Drainage Survey not submitted
- Finished and Under Elevation Certificates missing
- Sub-contractors and/or required sub-contractor forms not listed on the permit
- Final report card does not match the permit board inspections

For Private Provider (PP) permits, the PP inspection report card **must mirror** the list of building inspections.

If you believe any listed inspections are unnecessary, please contact the plan reviewer who assigned the inspections specific to your permit **prior to submitting** the CO/CC Request Form.

NOTE: Final documents will no longer be accepted from the Private Provider, they are to be submitted by the primary contractor along with the CO/CC Request Form.

Once the CO/CC Certificate is printed, signed, and attached to the permit, the certificate will be available to print. CO/CC Certificates will be ready after 3pm and no later than 4:30pm. In the CSS Portal, open the permit attachments tab, choose the document labeled as "CO or CC", open the file and print. Step by step instructions are available upon request.

Please be patient as we are busy helping all our valued customers reaching their goal of achieving CO/CC. If you have questions regarding what to expect, please call the CO desk: City Inspected 239-574-0606 / Private Provider 239-242-3782 or email corequest@capecoral.gov.



TYPE OR PRINT CLEARLY

Permit Number: B _____

(OFFICE USE ONLY) DATE/TIME STAMP

Certificate of Occupancy/ Certificate of Completion Request Form/Checklist

All CO/CC inspection requests are processed by time & date in the order received.

Cut-off time for submitting this form is 12pm daily. If received after 12pm the request will be processed the next business day.

Send to corequest@capecoral.gov LABEL THE SUBJECT LINE: Permit #, GC Company Name (Example): B12-34567 ABC Const.

For Private Provider permits, please add "PP" in front of Permit # (Example): PP B12-34567 ABC Const

IVR Number: _____

Who performed your inspections? (please check one) City Inspectors ☐ OR A Private Inspection Agency ☐

Private Agency Name: _____

(NOTE: For private inspected permits, this form initiates request for issuance of CC or CO certificate. No inspections will be scheduled.)

Preferred date for the final CC/CO inspection _____ (to be completed by City inspectors).

If no preferred date is provided or if your preferred date is already closed out, you will be scheduled for the next available date.

CONTRACTOR/OWNER-BUILDER CHECK LIST

Property Owner's Name: _____

Contractor's Co. OR Owner-Builder Name: _____

Job-Site Address: _____ (if commercial) BLDG#: _____ Unit#: _____

Contact Name for Inspection: _____ Contact's Number: (_____) _____

Contact's Email: _____

Are applicable subs attached?

Documents that are required: (if applicable to your permit)

Electrical: ☐

Elevation Certificates (Under & Finished): ☐

Private Provider Compliance Report: ☐

Mechanical: ☐

Final Survey (Drainage): ☐

Private Provider Final Report Card: ☐

Plumbing: ☐

Septic System Final: ☐

Compaction Report: ☐

Roofing: ☐

Pest Control Certificate: ☐

Owner-Builder Affidavit: ☐

All permit revisions picked up and placed on the job site: (if applicable) ☐

Inspections that must be **PASSED**: (if applicable to your permit)

Debris Inspection: ☐

SW-Driveway Final: ☐

SW-Culvert Final: ☐

Blower Door Test: ☐

Landscape Final: ☐

SW-Sod/Swale Final: ☐

SW-Initial Cutsheet/Sod/EC: ☐

Water Final: ☐

SW-Swale Stabilization: ☐

SW-Erosion Control: ☐

E-Calc Affidavit: ☐

-OR-

New E-Calc (As-Built): ☐

All Structural & Trade Inspections Passed: ☐

Non-Residential Design: ☐ (commercial permits only)

All Permit Re-Inspection Fees Paid: ☐

Permits associated to the main permit must have all inspections passed: (if applicable to your permit)

Residential Permit #'s

Commercial Permit #'s

Pool: _____

Fire Sprinkler: _____

Lawn Irrigation: _____

Fire Alarm: _____

LP Tank: _____

Fire Suppression: _____

Well: _____

Kitchen Hood: _____

Screen Encl/Fence: _____

Site: _____

Seawall: _____

_____:

TO PREVENT DELAYS IN ISSUING CO/CC, PRIOR TO SENDING THIS FORM, CONFIRM ALL CHECKLIST ITEMS ARE PASSED IN OUR SYSTEM.

Revised-3: 05/21/25

For Office Use Only

Request(s) #

PERMIT #

CO/CC Schedule Date: _____ Customer Notified Date: _____ Time: _____

☐ Passed: _____ ☐ Failed: _____

Solid Waste \$: _____ Paid Date: _____ CO Desk Check List Confirmed: _____ Prepped: _____