

## Who Needs a Final Inspection?

Final Site and Subdivision Inspections are required for subdivisions; new non-residential uses, including shopping centers, banks, restaurants, offices, and warehouses; multi-family developments; industrial and institutional uses; and renovated or redeveloped sites which were required to receive final site development plan approval.

## Why Does the City Require a Final Inspection?

The Final Inspection allows the City to inspect all improvements to ensure conformance with the approved subdivision plans or final site development plan. In addition, the Final Inspection affords the City opportunity to ascertain that development activity has been completed in compliance with local, state and federal regulations and conditions. Improvements that are inspected at the Final Inspection include roadways, drainage, utility systems (water, sewer and reclaimed water), landscaping, irrigation, architecture, tree preservation, wetland protection, and other applicable site improvements.

## How Can I Set Up a Final Inspection?

To set up a Final Inspection, the developer or project engineer shall contact the Engineering Division of the Department of Community Development at least one week prior to the desired Final Inspection date. A final inspection of the building itself may be requested from the Building Division of the Department prior to the Final Site Inspection.

However, the request for or completion of a final building inspection does not automatically result in the scheduling of a Final Inspection. Scheduling of the Final Inspection remains the responsibility of the developer. *Please keep in mind that the City will not issue a Certificate of Occupancy until both the final building inspection and the final site inspection have been completed and approved by the City.*

## Required Documents

The following exhibits or documents are required to be submitted to the Department at least one week prior to the Final Inspection:

- ◆ Ten (10) bluelines and one (1) mylar of the as-built drawing, signed and sealed by the Surveyor and Engineer of Record;
- ◆ Ten (10) bluelines and one (1) mylar of the landscape plan as-built drawings signed and sealed, when appropriate, by the original designer; and
- ◆ A Certification of Completion letter signed and sealed by the Engineer of Record.

Prior to final acceptance of the project by the City and issuance of a Certificate of Occupancy, when applicable, the following items must also be submitted.

- ◆ Permit Certifications of Completion signed off by all federal, state, regional and county agencies;
- ◆ A public improvement maintenance bond for ten (10) percent of the cost of all public improvement construction. The term of the bond shall commence upon the date of acceptance for the development;
- ◆ Final release of liens from all public improvement contractors; and
- ◆ Recorded copies of easements or legal documents required during construction or by the Development Permit.

In addition, the following documents are required prior to final acceptance of any subdivision by the City.

- ◆ A Surveyor's Certification letter verifying that all required survey monumentation has been completed;
- ◆ An updated title opinion dated no more than two weeks prior to the expected recording date of the plat;
- ◆ A sidewalk construction performance bond, when applicable, equal to one hundred ten (110) percent of the estimated cost for unconstructed sidewalks; and
- ◆ A receipt of payment to the City for

street lighting and signage.

**Final Inspection Report**

A final inspection report will be issued to the developer with required corrective action, the reinspection fee, and remaining documentation required for acceptance.

**Reinspection Procedure**

To set up a reinspection, the developer or Engineer of Record should contact the Engineering Division at least three (3) days prior to the desired reinspection date. Any outstanding documents required by the City are required at the time the reinspection is scheduled.

**Recording of the Subdivision Plat**

Upon acceptance of the subdivision improvements by the City and approval of the title opinion by the City Attorney, the plat may be processed for recording.

- ◆ The Engineering Division will secure the signatures of the Mayor, City Clerk, and Planning Commission Chairperson on the plat and contact the developer to have the original plat recorded.
- ◆ Upon recording of the plat, the developer is required to deliver one (1) mylar and six (6) blueprint copies of the recorded plat to the Engineering Division.

The City of Port Orange Department of Community Development maintains a professional staff willing to assist you in all development services. If you should have any questions about the information contained in this brochure or the development review process, please contact our Staff at (386) 506-5602.

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**THE  
FINAL  
INSPECTION**

A Developer's  
Guide to  
Final Site  
and  
Subdivision Inspections