



1000 CITY CENTER CIRCLE PORT ORANGE, FL 32129

Phone: 386-506-5602

www.port-orange.org

Request for Certificate of Occupancy or Certificate of Completion

Please fill out the form below and submit it to the Building Division after final inspection. You will be contacted within 1 business days regarding any problems with this request. If there is nothing else required your certificate will be available for pick up at the reception desk after 3 business days.

Date: _____

Permit #: _____

Location Address: _____

Suite # _____

Please check one (1) option.

Certificate of Occupancy

Certificate of Completion

Requested by
Name: _____

Company: _____

Phone: _____ E-Mail: _____

Requestor's Signature: _____

CO Packet Completed (Partial Substitutions will not be accepted and will have to be resubmitted)

* **Required (BTR) Business Tax Receipt application submitted, for Commercial Only.**

***You must obtain all required agency approval before Certificates can be issued**

***Requests for Certificates of Occupancy or Certificated of Completion shall not be made prior to receiving approved final inspections.**

*** Requests submitted before passing final inspection will not be processed**

COMMERCIAL CO CHECKLIST

PROJECT NAME _____ PERMIT NUMBER _____

ADDRESS _____

All documents must be submitted before department approval
letter is sent out

- FINAL INSPECTIONS APPROVED FOR ALL PERMITS** (once our inspectors bring in the green sheet your request will start.)
- ALL PERMIT FEES PAID FOR THIS LOCATION** (Receipts showing zero balance)
- CITY IMPACT FEES PAID** (Receipt showing zero balance)
- REJECTION/REINSPECTION FEES** (Receipt showing zero balance)
- VOLUSIA COUNTY IMPACT FEES PAID OR -0- BALANCE DUE** (Receipt showing zero balance)
- NOC** (recorded copy)
- BUSINESS TAX RECEIPT** (copy of business tax)

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FLORIDA