



1000 CITY CENTER CIRCLE PORT ORANGE, FL 32129

Phone: 386-506-5602

www.port-orange.org

Request for Certificate of Occupancy

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 # _____

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)

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

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

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

RESIDENTIAL MOBILE HOME CO CHECKLIST

(IF LAND IS NOT OWNED)

PERMIT NUMBER _____

ADDRESS _____

FINAL SITE INSPECTION CHECKLIST (once our inspectors bring in the green sheet your request will start.)

REINSPECTION FEES PAID (Receipts showing zero balance)

CITY IMPACT FEES PAID (Receipts showing zero balance)

NOTICE OF COMMENCEMENT (recorded copy)

