

DEVELOPMENT FINAL INSPECTION PROCESS

A Development Final Inspection is required for Subdivisions and Commercial Site Developments that were required to receive a Development Order and Development Permit approval for construction.

What is the purpose of a Development Final Inspection?

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

Scheduling a Development Final Inspection

The Engineer of Record for a Development is to provide a written request to the Department of Community Development Engineering Division at least one week prior to the desired inspection date. The request may include any preferred dates/times for the inspection. The following documentation is required to be included in the request:

- A Certification of Completion letter, signed, sealed, and dated by the Engineer of Record;
- One (1) mylar, a pdf file, and ten (10) paper copies of the engineering as-built drawings, properly signed, sealed, and dated by the Surveyor and the Engineer of Record;
- One (1) mylar and seven (7) paper copies of the landscaping as-built drawings, properly signed, sealed, and dated by the Landscape Architect or the original designer;
- A copy of any test reports that have not been previously provided and approved.

Final building inspections for structures and improvements requiring a building permit may be requested from the Department of Community Development Building Division prior to the Development Final Inspection. The request for or completion of final building inspections does not automatically result in the scheduling of a Development Final Inspection. Scheduling of the Development Final Inspection remains the responsibility of the Engineer of Record for the Development. *Please keep in mind that the City will not issue a Letter of Completion or Certificate of Occupancy until both the final building inspections and the Development Final Inspection have been completed and approved.*

Additional Documentation Matters

Prior to the final acceptance of a Development and the issuance of a Letter of Completion or Certificate of Occupancy, when applicable, the following items must also be submitted:

- A copy of permit certification of completion documents, as approved by the appropriate federal, state, regional, or county agency;

- A one-year improvement warranty security written from the developer and contractor to the City of Port Orange in the amount of ten (10) percent of the cost of improvements required to be covered by the security (The one-year term of the security shall commence upon the final acceptance date for the Development.);
- Full release of lien documents from all development improvement general contractors;
- A copy of recorded easements or other legal documents as required by the City.

In addition, the following documents are required prior to final acceptance of any Subdivision Development:

- A signed, sealed, and dated Surveyor's Certification letter verifying that all required survey monumentation has been properly placed;
- Four paper copies and a pdf file copy of the executed final plat and an updated title opinion, dated no more than two weeks prior to the expected recording date of the plat, for a final review required per FL Statute.
- A sidewalk construction performance security, written from the Developer to the City of Port Orange, in the amount of one hundred ten (110) percent of the estimated cost of remaining sidewalk construction;
- Receipt of payment of the street lighting and signage invoice.

Final Inspection Report

A final inspection report will be issued to the Engineer of Record, listing requirements for corrective construction actions, remaining documentation, and the reinspection fee.

Re-inspection Procedure

Upon the verification of all items listed in the final inspection report, the Engineer of Record is to provide a re-inspection request to the Department of Community Development Engineering Division. Individual department re-inspections will be completed within three (3) days from the receipt of the request. A re-inspection report will be issued if necessary.

Recording of a Subdivision Plat

Upon final approval of the updated title opinion, executed original plat, and all final inspection requirements, the plat will be processed for recording. The Department of Community Development Engineering Division will secure City signatures on the plat and contact the Developer to have the original plat recorded. The Developer is then required to deliver one (1) mylar and six (6) paper copies of the recorded plat to the Department of Community Development Engineering Division. The developer is also to arrange for a copy of the official plat, as signed by the Clerk of Volusia County, to be provided to the Department of Community Development 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 above, please contact our department.

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