

City of Niceville
Building Inspections and Plans Review
Commercial Checklist for
Certificate of Occupancy

Contractor: _____ Date: _____

Job Description: _____ Permit Number: _____

Jurisdiction: _____

Contact Person: _____ Phone: _____ Fax: _____

Address/ Job Location: _____

Construction Type: _____ Use/Occupancy: _____ Zoning: _____

Automatic Sprinkler System required: Provide: yes no

Special Conditions/stipulations: _____

- 1. As- Built Survey & Sealed Drawings, Foundation Final
- 2. Certification Letter from Engineer
- 3. Insulation Certification Walls Roof
- 4. Termite Certificate Foundation Final
- 5. Compaction Test (if required)
- 6. Fire Department Final Inspection
- 7. Utilities Department Final Inspection
- 8. Engineering Department Final Inspection
- 9. Zoning Department Final Inspection
- 10. Certification Letter from Architect
- 11. Certification Letter from Civil Engineer
- 12. All completed threshold inspections (if required)
- 13. Letter of completion from threshold company.
- 14. Elevator Inspection Certificate
- 15. F.D.E.P. Certification for Potable Water System.
- 16. F.D.E.P. Certification for Sanitary Sewer System.
- 17. Northwest Florida Water Management District Certification for Stormwater System.
- 18. F.D.O.T. Final Certification.
If Located in the Flood Zone
- 1. Elevation Certification
- 2. As- Built with Final Floor Elevation