



Charlotte County Community Development

www.CharlotteCountyFL.gov

Certificate of Occupancy Preparation and Requirements One/Two-Family Dwellings (Revised 02/2025)

This Guidance Document provides information about what is required to prepare for the issuance of the Certificate of Occupancy (CO) for a new one or two-family dwelling as follows:

- 1. **Pay Outstanding Fees** including reinspection, impact and solid waste assessment fees, if any. Call 941.743.1201 or email OnlinePermitting@CharlotteCountyFL.gov for assistance.
- 2. **Elevation Certificate - "Final" ("A," "AE" or "V" Flood Zones):** One original with "raised seal" must be submitted to Building Construction; or email a digitally signed & sealed certificate for review/approval prior to requesting the Certificate of Occupancy or email the digitally signed and sealed certificate to FloodInfo@CharlotteCountyFL.gov. Allow sufficient time for review/approval and data entry. Please do not write anything on the form except in the spaces provided. *Permit numbers should go in Section G4 ONLY.*
- 3. **As-Built Drainage Survey - "Final":** Must be raised/wet signed and sealed by a Florida registered surveyor and submitted to our office or email the digitally signed and sealed document to FloodInfo@CharlotteCountyFL.gov dated after sod is installed or the lot is stabilized, and submitted to Building Construction for review/approval prior to requesting the Certificate of Occupancy. Allow sufficient time for review/approval and data entry.
- 4. **Blower Door Test Report:** Must be signed by the qualified individual who performed the test and submitted to Building Construction for review/approval prior to requesting the Certificate of Occupancy, or email it to BlowerDoorReports@CharlotteCountyFL.gov. Please allow sufficient time for review/approval and data entry. This test requirement became effective on July 1, 2017, in Florida, and is applicable for new permit applications submitted on or after that date.
- 5. **Termite Treatment Certificate - "Final":** Must be submitted to Building Construction prior to requesting the Certificate of Occupancy. Email it to TermiteCertificates@CharlotteCountyFL.gov with the permit number written on it. Allow sufficient time for data entry.
- 6. **Septic Tank:** Must have final approval from the Florida Department of Health.
- 7. **Additional Items:** Complete the installation of the following:
 - A. House number (4" in height) on the front of the house (not just on the mailbox, if one is installed);

- B. Grass sod on erodible areas of the lot and disturbed areas located in the right-of-way or easements;
 - C. Trees planted as may be required or provide proof of tree buyout;
 - D. Driveway, pipe(s), and swale(s);
 - E. Appliance connections necessary for their operation;
 - F. Structural, mechanical, electrical and plumbing systems required by the Florida Building Code; and,
 - G. All items (including appliances, fans, equipment, plumbing fixtures, etc.) that are indicated on/in the approved construction documents must be installed at the time of final inspection unless a plans change/revision is submitted and approved prior to the inspection.
 - H. Associated gas permit must be closed before Certificate of Occupancy is released.
8. **Final Inspections Scheduling:** Schedule all required final inspections and receive an "approved" or "pass" disposition. These are listed on the job card and are also shown online at <https://aca-prod.accela.com/BOCC/Default.aspx?culture=en-US>.

The Certificate of Occupancy will be attached to the permit by 10 a.m. the following business day. You will be able to print it from the Citizen Access Portal.

Please call 941.743.1201 or email BuildingConstruction@CharlotteCountyFL.gov for more information.

KS: Certificate-Of-Occupancy-Requirements-Guidance-Document

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