



**The Village of North Palm Beach**

Community Development Department • Building Division  
Phone: (561) 841-3365 • Email: permits@village-npb.org  
701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408  
www.village-npb.org

**CERTIFICATE OF OCCUPANCY CHECKLIST**

In order to obtain a Certificate of Occupancy (CO), please complete the attached checklist and submit hard copies to the Building Department for review prior to the final Certificate of Occupancy request. Review the Site Plan Conditions to assure that all items have been addressed. Once approved, a Certificate of Occupancy will be issued within 5 Business Days.

Date: \_\_\_\_\_ Master Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_, North Palm Beach, FL

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- |   |   |
|---|---|
| _____ Test and Balance Report (Commercial Only)         | _____ Certificate of Compliance for Drainage (Signed & Sealed)                                  |
| _____ Life Safety Plan (Commercial Only)                | _____ Certificate of Compliance (Signed & Sealed by Landscape Architect)                        |
| _____ Elevator Certification & Inspection Reports       | _____ Final Sign Offs/Approvals/Acceptance From Other Agencies, as Applicable (LWDD, FDOT, PBC) |
| _____ Heath Dept. Pool Final (Commercial Only)          | _____ Final Sign off From Sea Coast Utilities   |
| _____ Third Party Engineering/Special Inspector Reports | _____ Final Master/Sub Permit Inspections   |
| _____ Insulation Certificate                            | _____ Design Flood Elevation Acknowledgement Form   |
| _____ Final Termite Treatment Letter                    | _____ Final Fire Inspection (Commercial Only)   |
| _____ Final Elevation Certificate                       | _____ Final Right of Way Inspection   |
| _____ Final Survey                                      | _____ Final Planning & Zoning Approval  |
| _____ Form Board Survey                                 | _____ Final Code Compliance Approval  |
| _____ Signed & Sealed Geotechnical Report               |   |
| _____ Energy Performance Level Display Cards            |   |
| _____ Blower Door Test (Residential Only)               |   |

\_\_\_\_\_  
Qualifier Signature

\_\_\_\_\_  
Print

**FOR OFFICE USE ONLY:**

**HAVE ALL INSPECTIONS BEEN COMPLETED/PASSED?**

YES  NO

- Building     M/E/Ps     Fire     ROW     Planning & Zoning     Code Compliance

**HAVE ALL DOCUMENTS BEEN SUBMITTED?**

YES  NO

**UNPAID FEES?** YES  NO

**FEES PAID?** YES  NO

**AMOUNT DUE \$** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**CALLED FOR PICKUP:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PICKED UP:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_