



**BUILDING DEPARTMENT**

190 Malabar Road, S.E. • Suite 105 • Palm Bay, FL 32908

Phone: (321) 953-8924 • Fax: (321) 953-8925

## **CERTIFICATE OF OCCUPANCY REQUIREMENTS – COMMERCIAL**

Documents are required to be submitted to the Building Division:

- a) Letter requesting Certificate of Occupancy from contractor.
  - b) Four (4) sets of the signed and sealed final site plan.
  - c) Site plan approval letter from the civil engineer of record.
  - d) A copy of sanitation agreement from Republic Services 321-989-6038 or 989-6039
  - e) Certificate of Compliance from licensed pest control company.
  - f) Complete as-built building drawings on CD-ROM (PDF) including Life Safety Plan.
  - g) Signed and sealed Threshold Building Affidavit, if applicable.
  - h) Original compaction, concrete and/or welding test results.
  - i) Signed and sealed pre-engineered truss or floor system drawings.
  - j) Brevard County Solid Waste Impact Fee receipt – phone: (321) 633-2065, Option 2 Contact: Naomi
  - k) Brevard County Department of Corrections Impact Fee receipt – phone: (321) 633-2065, Option 2 Contact: Naomi
  - l) If applicable: Approved letter from Environmental Health Department for well and/or septic system – phone: (321) 633-2100.
- Payment of all City of Palm Bay re-inspection fees.

**Note:** Additional documents may be required upon request by the Building Official.