



Miramar | Building Division

Community & Economic Development Department
 2200 Civic Center Place | Miramar, Florida 33025
 Tel: 954.602.3200 | Fax: 954.602.3635
 www.miramarfl.gov

Commercial Certificate of Occupancy – Completion Checklist

Check below the corresponding box according to your application

- CERTIFICATE OF OCCUPANCY FBC 111.1 Certificate of Occupancy. Use and Occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or nature or use or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy there for as provided herein. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection systems, and provisions of the FFPC have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the Building Official. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this Code or of other ordinances of the jurisdiction.
- CERTIFICATE OF COMPLETION FBC 111.5. Certificate of Completion.** A certificate of completion is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a Certificate of Occupancy.

Disclaimer: The information shown below does not necessarily reflect all requirements needed for Certificate of Occupancy or Completion. This information is intended only to provide minimum guidelines about how to proceed with the application process. As per Florida Building Code, the Building Official may require other documents related to the nature and extent of the proposed work and show in detail that it will conform to the provisions of the Florida Building Code and relevant laws, ordinances, rules and regulations, as determined by the **Building Official**.

A. FINAL INSPECTIONS	
Attention: Based on the scope of work & sub permits, other final inspections may be required prior Final Building. It's the responsibility of Contractors to call for final inspections of those sub permits (i.e. Fire Sprinkler, Fire Alarm, Irrigation, etc.).	
<input type="checkbox"/> Mechanical (B921)	<input type="checkbox"/> Landscaping (B974)
<input type="checkbox"/> Plumbing (B931)	<input type="checkbox"/> Zoning (Z945)
<input type="checkbox"/> Electrical (B910)	<input type="checkbox"/> Structural (Final Building B999)
<input type="checkbox"/> Fire (B801)	
B. REQUIRED DOCUMENTS	
<input type="checkbox"/> Soil Compaction Report (Original, signed & sealed by Testing Lab. & Prof. Engineer)	<input type="checkbox"/> A letter of compliance from Designer of Record indicating Completion of the Work along with a complete "As Built" in digital format (PDF).
<input type="checkbox"/> Soil Termite Treatment Certificate (Original)	<input type="checkbox"/> Special Inspector Report (2 sets) based on the scope of work (i.e. Steel Connections, Trusses, Reinforced Masonry (ACI 530)
<input type="checkbox"/> Insulation Certificate (Signed by Contractor & Notarized)	<input type="checkbox"/> Truss, Metal connections and bar joist Affidavit
<input type="checkbox"/> Elevation Certificate (Original signed & sealed)	<input type="checkbox"/> Approval from Broward Development & Environmental Regulation Division (DERD)
<input type="checkbox"/> Final Surveys (Three Original sets). These documents shall be approved by Engineering Dept. & Zoning prior submittal to the Building Division.	<input type="checkbox"/> Approval from Broward County Health Department (For Food Service)
COMMERCIAL CERTIFICATE OF OCCUPANCY OR COMPLETION FEE	
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> <p>\$75.00 + 8% Surcharge</p> <p>or</p> <p>5% of permit fee + 8% Surcharge</p> </div> <div style="border-left: 1px solid black; border-right: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="text-align: center;"> <p>→ Whichever is greater.</p> </div> </div>	