



Miramar | Building Division

Community & Economic Development Department
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Residential Certificate of Occupancy 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.

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) For Multi-Family Res.	

B. REQUIRED DOCUMENTS

Based on the scope of work, It's the responsibility of Contractors to provide all required documents to obtain the Certificate.

<input type="checkbox"/> Soil Compaction Report (Original, signed & sealed by Testing Lab. & Prof. Engineer)	<input type="checkbox"/> Special Inspector Reports (2 sets) based on the scope of work (i.e. Steel Connections, Trusses, Reinforced Masonry (ACI 530))
<input type="checkbox"/> Soil Termite Treatment Certificate (Original)	<input type="checkbox"/> A Letter of compliance from Designer of Record indicating Completion of the Work along with a complete "As Built Plans" in digital format (PDF)
<input type="checkbox"/> Copy of the completed Energy Performance Level (EPL) - Display Card.	<input type="checkbox"/> Approval from Broward Development & Environmental Regulation Division (DERD)
<input type="checkbox"/> Final Surveys (Two Original sets) along with Elevation Certificates (Original signed & sealed) . These documents shall be approved by Engineering Dept. & Zoning prior submittal to the Building Division.	<input type="checkbox"/> Blower Door Testing as per Florida Energy Code Conservation R402.4.1.2 (See attached form)

\$75.00 + 8 % Surcharge } → Whichever is greater
 Or
 3 % of Permit Fee + 8% Surcharge

Envelope Leakage Test Report (Blower Door Test)

Residential Prescriptive, Performance or ERI Method Compliance
2017 Florida Building Code, Energy Conservation, 6th Edition

Jurisdiction: _____

Permit #: _____

Job Information

Builder: _____

Community: _____

Lot: _____

Address: _____

Unit: _____

City: _____

State: _____

Zip: _____

Air Leakage Test Results Passing results must meet either the Performance, Prescriptive, or ERI Method

PRESCRIPTIVE METHOD- The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 7 air changes per hour at a pressure of 0.2 inch w.g. (50 pascals) in Climate Zones 1 and 2.

PERFORMANCE or ERI METHOD- The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding the selected ACH(50) value, as shown on FORM R405-2017 (Performance) or R406-2017 (ERI), section labeled as Infiltration, sub-section ACH.

ACH(50) specified on Form R405-2017-Energy Calc (Performance) or R406-2017 (ERI):

$$\frac{\text{CFM}(50)}{\text{Building Volume}} \times 60 \div \text{ACH}(50) = \text{ACH}(50)$$

PASS

FAIL

When ACH(50) is less than 3, Mechanical Ventilation installation must be verified by building department.

Method for calculating building volume:

- Retrieved from architectural plans
- Code software calculated
- Field measured and calculated

Testing. Testing shall be conducted in accordance with ANSI/RESNET/ICC 380 and reported at a pressure of 0.2 inch w.g. (50 Pascals). Testing shall be conducted by either individuals as defined in Section 553.993(5) or (7), *Florida Statutes*, or individuals licensed as set forth in Section 489.105(3)(f), (g), or (i) or an approved third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the *code official*. Testing shall be performed at any time after creation of all penetrations of the *building thermal envelope*.

During testing:

- 1.Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed, beyond the intended weatherstripping or other infiltration control measures.
- 2.Dampers including exhaust, intake, makeup air, back draft and flue dampers shall be closed, but not sealed beyond intended infiltration control measures.
- 3.Interior doors, if installed at the time of the test, shall be open.
- 4.Exterior doors for continuous ventilation systems and heat recovery ventilators shall be closed and sealed.
- 5.Heating and cooling systems, if installed at the time of the test, shall be turned off.
- 6.Supply and return registers, if installed at the time of the test, shall be fully open.

Testing Company

Company Name: _____ Phone: _____

I hereby verify that the above Air Leakage results are in accordance with the 2017 6th Edition Florida Building Code Energy Conservation requirements according to the compliance method selected above.

Signature of Tester: _____ Date of Test: _____

Printed Name of Tester: _____

License/Certification #: _____ Issuing Authority: _____