

## CO Request Information

The attached form is used to request final inspections for residential and commercial Additions, Remodels, New Construction, Shell buildings, and Tenant Buildouts ONLY.

The "CERTIFICATE OF OCCUPANCY/CERTIFICATE OF COMPLETION (CO/CC) REQUEST FORM" is designed to offer a checklist to follow, prior to sending in your request for final CO/CC inspection. The form should be emailed to the CO desk for processing. Please label the subject line w/permit # and general contractor's company name. EX: b12-34567 abc const

**ALL PERMITS** **\*If your CO/CC request form is rejected/failed:** You will be notified via the email address listed on the form of any pending items. When all corrections have been made, resubmit CO/CC Request Form to request the inspection to the CO desk at [corequest@capecoral.net](mailto:corequest@capecoral.net) Please label the subject line w/permit # and general contractor's company name, "pending items completed." EX: B12-34567 abc const **Pending items completed.** A new CO/CC inspection form is required each time requesting final inspection for CO/CC. For Private Provider permits add "PP" in front of the permit #. This will assist urgency in the timing of processing your co/cc.

**\*For City inspected permits:** If the final inspection is scheduled, the CO desk will contact you with a scheduled date via the email contact provided on the CO/CC request form. On the day of the scheduled inspection the CO/CC inspector will call the contact phone # provided on the CO/CC Request Form with an ETA (estimated time of arrival). Please be available to receive the call and assure the location is open and ready for inspection. Once your final inspection is inspected and it fails, you will be required to pay the re-inspection fee. When all corrections have been made and you are ready to reschedule, resubmit the CO/CC Request Form to the CO desk at [corequest@capecoral.net](mailto:corequest@capecoral.net) with permit # and gc company name, "pending items completed" in the subject line. EX: "B12-34567 ABC Const pending items completed". A new CO/CC Request Form is required each time requesting final inspection for CO/CC. Re-inspections will be rescheduled for the next available date. Our goal will always be next day if possible. If your final inspection passes, the CO desk will complete the final processes to issue the certificate on the next business day.

**\*For all single family, new construction permits only:** On the day, the CO/CC is processed/issued, the solid waste fee will be added to the permit by 11am daily. You will be notified to pay the fee via the email address you provide on the CO/CC Request Form. All solid waste fees must be paid by 12noon daily for the certificate to be issued that day. We automatically check for fee payments between 12pm and 1pm pm daily. You do not need to tell us when they are paid. If fees are paid after 12pm the certificate will be printed the next business day. NOTE\*\*We can remove fees from your escrow account if the license holder has provided the appropriate permission form to do so. They are available on the front counter on the permitting side of the customer registration desk. If we use your escrow, you will not be notified of the fee(s) due. We can remove the fee and print the certificate during the final process automatically.

**\*\*\*\* For all additions/remodels the certificates are printed during the final processes.**

**\*For (PP) Private Provider inspected permits:** All CO/CC Request Forms, along with 3<sup>rd</sup> party final documents, are processed in the time and date order they are received from the GC (general contractor). If your request for certificate issuance is rejected and co request is failed, you will be notified (via the email on the form) of the pending items within a basic punch list. When all corrections have been made and you are ready for the certificate to be processed/printed you will resend your CO/CC Request Form to the CO desk at [corequest@capecoral.net](mailto:corequest@capecoral.net) labeled accordingly with "PP, permit # and gc company name, pending items completed" in the subject line. EX: "PP B12-34567 ABC Const pending items completed". A new CO/CC Request Form is required each time requesting final inspection for CO/CC. If the permit is complete with all State and City requirements met, the solid waste fee will be added, you will be notified to pay via the email contact on the CO/CC Request Form or we will pay from your escrow acct. automatically.\*\*\*\* NOTE: if the co request is failed for corrections to final documents or the need to submit specific documents, you will need to resend or submit/resubmit over the counter prior to submitting your co/cc request form. Most common items failed at co request: final drainage survey, finished and under elevation certs not submitted, sub-contractors are missing from the permit, final report card does not match permit board inspections for your permit. The PP inspection report card must mirror the permit inspections. If you have inspections you don't feel are needed, you need to resolve these prior to sending in your co/cc request for. Contact the plan reviewer that assigned the inspections specific to your permit.

NOTE: Final documents will no longer be accepted from the Private Provider, they are to be submitted by the GC along with the CO/CC Request Form. To assist the co desk can accept the co/cc request form if submitted at the same time as the elevation certs and or final drainage survey.

If you have questions regarding what to expect, please call the CO desk 239-574-0606 or email: [corequest@capecoral.net](mailto:corequest@capecoral.net). Remember to include PP, permit# and company name in the subject line. Please be patient as we are busy helping all our valued customers reaching their goal of achieving CO/CC.

Once the CO/CC Certificate is printed, signed, and attached to the permit, the certificate will be available online under the permit # on ETRAKIT after 3pm or no later than 4:30pm daily for you to print. Open the attachments choose the one labeled as "CO or CC" b12-34567, open and print. Step by step instructions are available upon request.



TYPE OR PRINT CLEARLY

Permit Number: \_\_\_\_\_

(office use only) DATE AND TIME STAMP

Certificate of Occupancy/ Certificate of Completion Request Form/Checklist

All CO / CC inspection requests are processed by time & date in the order received. Cut off time for submitting this form is 12 noon daily. If received after 12noon the request will be processed the next business day. Send to corequest@capecoral.net subject line: permit #, gc company name EX: b12-34567 ABC Const. For Private Provider permits, please add "PP" in front of the permit # EX: PP b12-34567 ABC Const GC OR OWNER BUILDER Pin#/ Password \_\_\_\_\_

Who performed your Inspections (please check one) City Inspectors [ ] OR A Private Inspection Agency [ ]

Private Agency Name: \_\_\_\_\_

(NOTE: For private inspected permits, this form initiates request for issuance of CC or CO certificate. No inspections will be scheduled.)

Preferred date for the final CC/CO inspection \_\_\_\_\_ (to be completed by City Inspectors) If no preferred date is provided or if your preferred date is already closed out, you will be scheduled for the next available date.

CONTRACTOR / OWNER BUILDER CHECK LIST

Property Owner's Name: \_\_\_\_\_

Contractors Co. Name or Owner/builder: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ (if commercial) BLDG# \_\_\_\_\_ Unit# \_\_\_\_\_

Contact Name for inspection: \_\_\_\_\_ Contact's number: (\_\_\_\_) \_\_\_\_\_

Contact's Email: \_\_\_\_\_

- Are applicable subs attached? Documents that are required: (if applicable to your permit) Electrician, Mechanical, Plumber, Roofer, Elevation Certificates, Final Survey, Septic System Final, Pest Control Certificate, Private Provider Compliance report, Private Provider Final report card, Compaction Report.

All Permit revisions picked up and placed on the job site (if applicable) [ ]

City of Cape Coral/Private Provider inspections that must be PASSED: (if applicable to your permit)

- Debris Inspection, Landscape Final, Water Final, Final Survey, Elevation Certificates, SW-Driveway Final, SW-Sod/Swale Final, SW-Swale Stabilization, SW-Erosion Control, SW-Culvert Final, SW-Initial Cut sheet/Sod/EC, All permit fees paid, All Structural & trade inspections passed, Non-Residential Design.

Permits associated to the main permit must have all inspections passed (if applicable to your permit)

Remember to include "WEB" for web permits

Residential Permit Numbers

- Pool, Lawn IRR, LP Tank, Well, Screen ENCL

Commercial Permit Numbers

- Fire Sprinkler, Fire Alarm, Fire Suppression, Kitchen Hood, Site Permit

TO PREVENT DELAYS IN ISSUING CO/CC, PRIOR TO SENDING THIS FORM, CONFIRM ALL CHECK LIST ITEMS ARE PASSED IN OUR SYSTEM.

Form with fields: Revised 11/6/17:cs, For Office Use Only, REQUEST(s) #, PERMIT #, CO/CC Schedule date, Customer notified: DATE, TIME, Passed/Failed checkboxes, Solid Waste \$, Paid Date, CO Desk Check List confirmed, Prepped.