



120 Malabar Road, S.E., Palm Bay, FL 32907  
Phone: (321) 953-8924 • Fax: (321) 953-8925

## **CERTIFICATE OF OCCUPANCY REQUIREMENTS - COMMERCIAL**

Documents required to be submitted to the Building Division:

- a) Letter requesting Certificate of Occupancy from contractor.
  - b) Nine (9) sets of the signed and sealed final boundary survey.
  - c) Site plan approval letter from the civil engineer of record.
  - d) A copy of sanitation agreement from Waste Management - phone: (321) 723-4455.
  - 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) Copies of 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.
  - k) Brevard County Department of Corrections Impact Fee receipt – phone: (321) 633-2065.
  - l) Approved letter from Environmental Health Department for well and/or septic system – phone: (321) 633-2100.
  - m) Restaurant and Hotel approval, if applicable. Contact Department of Business and Professional Regulation/Hotel Restaurant Management.
- City of Palm Bay Land Development approval: (321) 733-3042.
  - City of Palm Bay Utilities Department approval: (321) 952-3410.
  - City of Palm Bay Fire Department approval: (321) 953-8928.
  - City of Palm Bay Building Division approval: (321) 953-8924.
  - City of Palm Bay Public Works approval: (321) 953-8996:
  - Payment of all City of Palm Bay re-inspection fees.

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