



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.