

VOLUSIA COUNTY SCHOOL DISTRICT
BUILDING DEPARTMENT

CERTIFICATE OF OCCUPANCY/COMPLETION WORKSHEET

A CHECK LIST TO ASSIST THE PRIME CONTRACTOR WITH THE MOST COMMON TYPES OF
CODE COMPLIANCE DOCUMENTATION THAT WILL BE REQUIRED PRIOR TO ISSUEING
A CERTIFICATE OF OCCUPANCY. NOT ALL ITEMS APPLY TO ALL PROJECTS. IT IS THE
RESPONSIBILITY OF THE CONTRACTOR TO FURNISH THE REQUIRED ITEMS TO THE BUILDING
DEPARTMENT IN A TIMELY MANNER DURING THE CONSTRUCTION PROCESS.

PROJECT: _____ PERMIT
NUMBER: _____ BUILDING NUMBER: _____

THE CHECKED ITEMS ARE APPLICABLE TO THIS PROJECT	✓	DATE RECEIVED
Walkway Canopy - Wind Load Certification	☐	
Roof Truss Design Drawings and Certification	☐	
Threshold Inspector – Acceptance	☐	
Fire Protection / Piping Certification - Above & Below Ground	☐	
Lift/Elevator Inspection Certification	☐	
Windows - Wind Load Verification & Impact Certification with Florida Product Approval Information	☐	
Storefront/ Exterior Doors - Wind Load Verification & Impact Engineering/Certification with Florida Product Approval Information	☐	
Overhead Roll-up Doors - Wind Load Verification & Impact Engineering/Certification with Florida Product Approval Information	☐	
Louvers & Vents - Wind Load Verification & Impact Certification with Florida Product Approval Information	☐	
Finishes / Carpet / Stage Curtain - Flame spread Verification	☐	
Fire Alarm Certification	☐	
Water Bacteriological Results	☐	
Bar Joist Design Drawings and Certification	☐	
Roof System Design Drawings with Florida Product Approval Information	☐	
Fascia & Soffit Wind Engineering/Certification with Florida Product Approval Information	☐	
All Final Code Inspections Passed, Including Fire Marshall	☐	
Volusia County Health Department Approval	☐	
Light Pole Assemblies	☐	
Ohm Report/Lightning Protection UL Certification	☐	
Flagpole	☐	
Handrail/Guardrails	☐	
Bleachers	☐	
Certificate of Protective Treatment for Prevention of Termites	☐	
Pre-Engineered Metal Building	☐	