THE SCHOOL DISTRICT OF PALM BEACH COUNTY
BUILDING DEPARTMENT

Certificate of Occupancy / Completion Checklist

This checklist is provided to assist the prime contractor with the most common types of code compliance documentation that will be required *(as applicable)* on a project.

School/Facility _____

Permit Number _____

Project Name _____

WHAT	WHEN	APPLICABLE *(check here)*	DATE DONE
As-Built Drawings including CAD Files and FISH Plans	Before C.O. is issued		___ / ___ / ___
Flood Elevation Certificate	Before C.O. is issued		___ / ___ / ___
Test and Balance Report (Including Shelter Mode)	Before C.O. is issued		___ / ___ / ___
Asbestos Certification from Architect	Before C.O. is issued		___ / ___ / ___
Threshold Inspection Certification	Before C.O. is issued		___ / ___ / ___
Shelter Operations Manual	Before C.O. is issued		___ / ___ / ___
The School District of Palm Beach County (SDPBC) Building Department Certificate of Occupancy or Certificate of Completion issued by the Building Department after all inspections are passed and documentation received.			___ / ___ / ___