

**TOWN OF LONGBOAT KEY  
PLANNING ZONING & BUILDING  
DEPARTMENT**

501 Bay Isles Road  
Longboat Key, FL 34228  
Phone: 941/316-1966 FAX: 941/316-1970

**SINGLE FAMILY  
CERTIFICATE OF OCCUPANCY  
REQUIREMENTS**

**FLORIDA BUILDING CODE AND TOWN CODE REQUIRES  
THAT A BUILDING NOT BE OCCUPIED OR A CHANGE MADE IN THE OCCUPANCY USE  
WITHOUT ISSUANCE OF A CERTIFICATE OF OCCUPANCY**

**PRIOR TO SCHEDULING THE REQUIRED FINAL BUILDING/CERTIFICATE OF OCCUPANCY  
INSPECTION** the Building Permit holder must obtain approval of the following items. Please allow  
adequate time for processing, review, inspections and approvals.

1. **FEMA Elevation Certificate (under construction and final required)** properly completed and executed, submitted and received approval by the Planning, Zoning and Building Department.
2. **Spot Survey** signed and sealed by licensed surveyor, showing ALL wall corners must be submitted and approved by the Planning/Zoning staff verifying consistency with the approved site plan.
3. **Flood V-Zone Certificate**, if the structure is in a FEMA V-Zone, properly completed and executed V-Zone certificate must be submitted and approved by Planning, Zoning and Building Department. *V-Zone anchoring certificate is also required.*
4. **As-Built Survey** signed and sealed by licensed surveyor, showing ALL improvements on site at the time of Certificate of Occupancy must be submitted and approved by the Planning/Zoning staff through a Statement of Zoning Compliance.
  - All setback measurements shall be shown from property lines to closest structure (or portion of a structure) or overhang, whichever is closest.
  - All roof overhangs shall be clearly depicted on the as-built survey.
  - Setback dimensions for all mechanical equipment are required, including the location of required equipment screening.
  - Swales, grading, landscaping, soil stabilization, driveways, sidewalks or any other information required to demonstrate compliance the codes and approved site plan must be shown on as-built survey (all dimensions of driveways, parking areas, and sidewalks shall be noted on the survey).Survey will be reviewed for consistency with permitted plans on file prior to the scheduling of the final inspection. Inconsistencies may require Change Orders and/or revised site plans (with revised coverage calculations) to be submitted for approval.
5. **Statement of Zoning Compliance:** Zoning Staff shall issue to the Building Official, a Statement of Zoning Compliance, upon review and approval of the as-built survey and all coverage calculations. No Certificate of Occupancy shall be issued without issuance of this Statement.
6. **Approved Final Inspections on all Sub-Permits (plumbing, electric, HVAC, gas, tree):** must be recorded with the Planning, Zoning and Building Department.
7. **All outstanding fees paid**, i.e., county impact fee(s), as applicable; re-inspection fees.
8. **Fire Department approved Final Inspection** must be recorded in the Town permit system.
9. **Finance Approval of Water/Sewer Account.** Account must be paid in full and released by the Finance Department. Changes in account name are to be submitted to the Town Finance Department.

10. **Public Works: Irrigation/Landscape Plan Certification of Compliance:** No CO may be issued without confirmation from the Public Works Department (PW) of receipt of the required Irrigation/Landscape Plan as per Ordinance 06-14 creating Chapter 55 of the Town Code. This can be submitted to PW as soon as the irrigation system/landscaping is installed. Adequate time should be given for review by PW. Contact Public Works (941-316-1988) for information on the submission requirements and procedures for obtaining confirmation of your plan.
11. **Staff Review of Permit File** to ensure that all outside agency and Town requirements for issuance of a Certificate of Occupancy has been completed and all requirements received and approved.
12. Any additional documentation or materials including engineering reports, notices of county/state permit completion, elevator certifications, etc., and as required by the Building Official.

### **FINAL BUILDING INSPECTION FOR CERTIFICATE OF OCCUPANCY**

The Final Building/C.O. inspection may be scheduled only after receiving approvals for all items on the previous page as well as any additional items as identified by the Building Official.

#### **Final inspection will include verification of the following:**

1. Construction conforms to approved plans on file AND applicable building codes.
2. Swimming pool safety features are in place according to approved plans. Pool final must be conducted at same time as the house final.
3. Site is cleared of all construction debris and temporary equipment.
4. Soil stabilization, drainage features, etc., are in place.
5. **ZONING:** Site conforms to submitted/approved as-built survey and approved site plan, including, but not limited to:
  - a. the location and dimensions of all structures
  - b. landscaping
  - c. mechanical equipment location
  - d. soil stabilization
  - e. security structures/devices
  - f. grading, swales, etc.
  - g. setbacks
  - h. driveways/walkways
  - i. conditions of resolutions/ordinances, site plan exemptions and/or site plan approval

Should subsequent Change Orders be required to bring the approved plans into conformance with actual as-built conditions and the approved as-built survey, revised *signed/sealed coverage calculations* (Lot and Non-Open Space) shall be required.

**CERTIFICATE OF OCCUPANCY MAY BE ISSUED ONLY AFTER SATISFACTORY COMPLETION OF THE ABOVE REQUIREMENTS.**

**An error, omission, or scrivener within this information sheet does not authorize or justify violation of the Town of Longboat Key Codes or other applicable codes.**