



CITY OF WINTER GARDEN
300 WEST PLANT STREET
WINTER GARDEN, FL 34787

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REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

ONE (1) AND TWO (2) SINGLE FAMILY RESIDENCES AND TOWNHOMES

FINANCE – ALL FEES AND CHARGES MUST BE PAID

INSPECTIONS:

1. ALL TRADES MUST HAVE A PASSED FINAL INSPECTION RECORDED WITH THE BUILDING DEPARTMENT. ALL TOWNHOMES ARE ALSO REQUIRED TO HAVE PASSED FINAL FIRE SPRINKLER INSPECTION.
2. MUST PASS A FINAL GRADE INSPECTION, UNLESS EXEMPTED BY THE BUILDING DEPARTMENT, BUILDING OFFICIAL, OR THE CITY ENGINEERING DEPARTMENT. THE CONTRACTOR IS RESPONSIBLE FOR THE FINAL GRADING TO BE COMPLETED.
3. RECORDED RELEASE FROM THE WATER DEPARTMENT.

SITE CONDITIONS:

1. ALL CURBS, SIDEWALKS, DRIVEWAY AND YARDS WILL BE COMPLETED AND IN A CONDITION ACCEPTABLE TO THE CITY OF WINTER GARDEN.
2. ALL EASEMENTS AND LANDSCAPING WILL BE COMPLETED AND VERIFIED/INSPECTED BY THE CITY.

DOCUMENTS - THE FOLLOWING ITEMS AND DOCUMENTS ARE REQUIRED TO BE ON FILE WITH THE BUILDING DEPARTMENT BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

1. WE MUST HAVE A COPY OF A 3RD PARTY APPROVED “PASSED BLOWER DOOR TEST” REPORT ON FILE.
2. A SIGNED AND SEALED FINAL TOPOGRAPHIC SURVEY SHOWING THE APPROVED FINAL GRADING PLAN.
3. A SIGNED AND SEALED ENGINEER’S LETTER VERIFYING THE WORK HAS BEEN COMPLETED AND A STATEMENT THAT THE BUILDING AND SITE DO MEET THE CITY APPROVED DRAINAGE PLANS.
4. SIGNED RELEASE FROM ANY CONCERNED HOA THAT THERE ARE NO DAMAGES TO THE EXISTING DEVELOPMENT INCLUDING SITE DRAINAGE.
5. DATED COPY OF THE FINAL TERMITE TREATMENT APPLICATION.
6. DATED COPY OF THE FINAL INSULATION INSTALLATION REPORT/SUMMARY.