



City of Longwood

Building Division

Construction Closeout Checklist

This document outlines all items required to be submitted prior to issuance of any applicable Certificate of Occupancy or Completion. It is imperative that items listed, that require staff review be submitted in adequate time for proper review.

Commercial Projects: New buildings, Additions, Interior Alterations

- All new buildings, and additions to existing buildings require a full as-built set of site plans to be submitted. (This must be submitted prior to scheduling Building and Site final inspections, with adequate time for staff to review).
- Insulation cert for all blown in insulation systems
- Final terminate treatment for all new buildings and additions
- Commissioning results for all outlined equipment as referenced in the Energy Code path based on building design (Test and Balance Report, Lighting Control systems, etc...)
- For all Threshold Buildings, as defined by F.S. 553.79:
 - o A final signed/ sealed statement, stating the following must be provided:
 - To the best of my knowledge and belief, the construction of all structural load-bearing components described in the threshold inspection plan complies with the permitted documents, and the specialty shoring design professional engineer has ascertained that the shoring and reshoring conforms with the shoring and reshoring plans submitted to the enforcement agency.
- All previously deferred Impact and Utility Fees, City or County must be paid in full.
- All outstanding permit fees, inspection reject fees must be paid.
- For all structures in a flood hazard area, documentation of the elevation of the lower floor is required, Elevation Certificate.
- All submitted revision, or any outstanding revision to originally approved plans must be submitted. (This must be submitted prior to scheduling Building and Site final inspections, with adequate time for staff to review)
- All associated site work must have a passing result prior to Building and Fire Final inspection being scheduled.

Residential Projects: New, Additions and Interior Alterations

- Final terminate treatment certification for all new buildings and additions
- Insulation cert for all blow-in insulation systems
- Final as-built survey
- Blower door test results (This must be submitted in time for review)
- All previously deferred Impact and Utility Fees, City or County must be paid in full.
- All outstanding permit fees, inspection reject fees must be paid.

- For all structures in a flood hazard area, documentation of the elevation of the lower floor is required, Elevation Certificate.