



Village of Estero Building and Permitting Services
 9401 Corkscrew Palms Circle
 Estero, FL 33928

Tel # (239) 221-5036 | Fax # (239) 319-2235 | cc-corequest@estero-fl.gov

CERTIFICATE OF COMPLETION/OCCUPANCY REQUEST FORM

Application and Permit Numbers: _____

Please check the following requirements necessary to close the building permit for which you are requesting a Certificate of Occupancy (“CO”). The purpose of this form is for you, the applicant, to check and confirm that a CO is ready for issuance for the project.

Please make sure all information on this form is true and accurate. Allow 24 hours for processing. Any additional copies will be charged at \$0.15 for one sided and \$0.20 for double sided per sheet. Complete this form and email to: cc-corequest@estero-fl.gov.

You can check all issued permit statuses at: <https://fl-estero.gov-easy.com/home/PermitInspection/Search>.

- | | | | |
|---|----------------|------------------------------|-----------------------------|
| List all closed linked permits:
(check all applicable) | GAS | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | POOL | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | POOL | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | ENCLOSURE | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | FIRE SPRINKLER | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | HOOD | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | WALK-IN | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | COOLER | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | FENCE | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | OTHER | | |

Are all linked permits closed? Yes No

Are all fees paid on this permit? Yes No

Are all required inspections completed and passed? Yes No

Check all required documents that have been approved and received by the Village of Estero.

NOTE: Not all documents/requirements listed below pertain to all projects. Check your permit on the Gov-Easy website to determine what is outstanding and what has been received.

- | | |
|--|--|
| <input type="checkbox"/> Final Termite | <input type="checkbox"/> Final Survey |
| <input type="checkbox"/> Final Elevation Certificate (if structure is in Flood Zone) | <input type="checkbox"/> Utility/Water Sign-Off |
| <input type="checkbox"/> Bar Joist Drawings | <input type="checkbox"/> Approved Truss Drawings |
| <input type="checkbox"/> Asbestos Letter | <input type="checkbox"/> Driveway Permit Closed |
| <input type="checkbox"/> Letter of Substantial Compliance | <input type="checkbox"/> Compaction Report |
| <input type="checkbox"/> Blower Door Certificate | <input type="checkbox"/> Waste Tickets |

Office Use Only:

Approved

Denied