



**Certificate of Occupancy Request Form**

PERMIT/APPLICATION NUMBER:

Please check the following requirements required 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 the project you are requesting a CO for is ready for the issuance of the CO.

**Please make sure the 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 e mail to: [cc-corequest@estero-fl.gov](mailto:cc-corequest@estero-fl.gov)

You can check all issued permit status at: <http://fl-estero.inkforce.net/BPT/search/default.aspx>

List all closed linked permits: (list all applicable)	GAS:	Yes	No
	POOL:	Yes	No
	POOL ENCLOSURE:	Yes	No
	FIRE SPRINKLER:	Yes	No
	HOOD:	Yes	No
	WALK-IN COOLER:	Yes	No
	FENCE:	Yes	No
	OTHER:	Yes	No

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 below are required for all projects. Check the Inkforce website to see what may be required and what has been received:

- |  |                         |
|--|-------------------------|
| Final Termite  | Final Survey            |
| Final Elevation Certificate (if structure in Flood Zone) | Utility/Water Sign off  |
| Bar Joist Drawings                                       | Approved Truss Drawings |
| Asbestos Letter  | Driveway Permit Closed  |
| Letter of Substantial Compliance                         | Compaction Report       |

OFFICE USE ONLY:

APPROVED

DENIED:

