



City of North Miami Beach, Florida

BUILDING DEPARTMENT

PROCEDURES FOR CO/CC

All new buildings, additions to existing buildings or a change made in the occupancy/use shall obtain a Certificate of Occupancy or a Temporary Certificate of Occupancy prior to the building being occupied.

Certificate of Occupancy (CO)

A Certificate of Occupancy is issued by the Building Official upon completion of the construction of a building and installation of electrical, gas, mechanical, elevator and plumbing systems in accordance with technical codes, and specifications of the plans submitted for plan review. (All handicap accessibility requirements shall be completed before a Temporary C.O. is issued).

Certificate of Completion (CC)

A Certificate of Completion is proof that a structure or system is complete and all permits related to the project have received all the required inspections to include a passing final building inspection. The Building Official may issue a Certificate of Completion once all of the required inspections have been performed and approved for the rehabilitation, remodeling or repairs of a structure when a certificate of occupancy is not required. This certificate does not grant authority to occupy a space prior to the issuance of a Certificate of Occupancy.

When do you need to obtain a CO / CC?

- A Certificate of Occupancy is required prior to occupancy of a new building, or in the case that an addition has been made to an existing building or a change made in the occupancy/use of a building.
- A Certificate of Completion (CC) is issued for *existing* buildings or structures that are remodeled or renovated where no change in occupancy/use is made. A Certificate of Completion is also issued for *new construction shell* building only where the final occupancy/use has not been determined and allows the connection of electrical service to the building or structure.

How Do You Obtain A CO/CC?

To obtain a certificate of occupancy/completion, the following must be completed:

- Obtain all final inspection approvals for Building, Fire and for all sub-permits related to the project (Electrical, Elevator, Mechanical, Plumbing, Fire Sprinkler, Fire Alarm, roof, doors and windows, railings and landscaping) DERM, WASD, Planning & Zoning and Engineering.
- Apply in person at the Building Department.
 - As part of the streamlined CO/CC process, applicants are able to submit the CO/CC application package at the time the General Contractor (GC) calls in the final building inspection, thus initiating a review of the project accounting earlier on in the process. Projects accounting review and final inspections will occur concurrently and should not cause a delay to the issuance of the CO/CC.
- For more information or assistance with this process contact Herena Szczepanski at (305) 948-2965.

Note: Customers are encouraged to simultaneously schedule their final CO/CC inspections for Planning & Zoning and Public Works when scheduling the final Building inspection.

Documents Required For CO/CC

The following documents must be submitted two (2) weeks prior to issuance of a certificate of occupancy:

- [*Architectural and Engineer Affidavit for New Construction and Completion.*](#)
 - **Note:** The City of North Miami Beach Building Department reviews the project accounting / cost of the improvement of the project prior to issuance of a certificate of occupancy or completion.

The following documents must be submitted 72 hours prior to issuance of a certificate of occupancy/completion:

- Two Signed and Sealed Elevation Certificates and Boundary Survey for new construction and addition
- Two Signed and Sealed Flood-Proofing Certificates for new commercial structures
- Miami Dade County Water and Sewer Impact Fee Approval
- Additional documents required (see CO/CC Package)

- If you have questions regarding the process for obtaining a Certificate of Occupancy/Completion or to obtain an application, please contact Claudia Navas at (305) 948-2965.
- Pest/Vermin certificate.