



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY  
Building Code Administration  
124 Mendenhall Building "A"  
Tallahassee, Florida 32306-4154  
Phone: 850.644.7686 Fax: 850.644.4238 Web: www.safety.fsu.edu

## OCCUPANCY/COMPLETION CHECKLIST

Project Name: \_\_\_\_\_  
BCA Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Completed by: \_\_\_\_\_

- Permit holder's Letter requesting Certificate
- Environmental Certificates
  - Department of Environmental Protection Operations Certificate
  - Engineer of Record Floor Elevation Certificate
- State Fire Marshal Certificate of Occupancy
  - Fire Alarm Certification
    - Approved Fire Alarm Shop Drawings
  - Sprinkler Certification
    - Approved Sprinkler System Shop Drawings
- Threshold Certification
- Elevator Certificate(s) of Operation
- A/E Substantial Completion Certification
- Local Health Department
- Final Florida Building Code Inspections
  - Building
    - Termite Certification
    - Product Approval Specification Checklist
  - Plumbing
    - Potable Water System Disinfection
    - Backflow Prevention
  - Mechanical
    - HVAC Test & Balance
  - Electrical
  - Gas
- Other
  - Site accessibility
  - Protection From Site Construction
  - Chemical Hood Certification
  - \_\_\_\_\_