



Osceola County Building Office  
1 Courthouse Square, Suite 1400  
Kissimmee, FL 34741  
Ph: (407) 742-0200 Fax: (407) 742-0202

## Certificate of Occupancy (CO) Process Residential Projects

The day the final inspection is scheduled, the CO route is started for that project. The Building Office requires unconditional approval from all other departments prior to issuance of a CO. The following is a breakdown of items that are reviewed by each department before a CO is issued. The CO can be obtained through the IVRS at 407-742-0210, using option #5 or by logging on to [www.osceola.org](http://www.osceola.org), click on *Online Services*, click on *Certificate of Occupancy Search*, type in your permit number, when permit number is displayed in the highlighted area, click on highlighted area and the CO will be displayed. Click the Print button.

**Building Office:** All required inspections must be in approved status.  
Reinspection fees must be paid in full.  
Termite certificates must be on file with Building Office.  
Roof dry-in affidavit must be on file with Building Office (if applicable).

**Impact Fees:** Verifies that all impact fees have been paid, including: school, fire, park, transportation, fire rescue and solid waste fees. *Note: fire rescue and solid waste fees are not assessed until the permit is routed for a CO.*

**Engineering:** All required inspections must be in approved status.  
All required paperwork (foundation surveys, affidavits, elevation certificate, covenants, lot grading plans, etc.,) must have been received and approved.  
Subdivision must have Engineering acceptance before approving CO route.

**Fire Department:** If building is required to have Fire Alarm or Sprinkler System:  
  
All required inspections are approved and all fees paid.  
Reinspection fees must be paid in full.  
All Hydrants are in service, approved, and properly painted with required clearances.  
Must request building final inspection through IVRS (this request is not automatic)  
  
If building is a single family dwelling and there are no requirements to have Fire Alarm or Sprinkler System, Fire Department does not need to do a building final.

**Environmental:** Verification that wetland impacts have not occurred during development, permit approval of endangered and threatened species, and Installation of landscaping as required by the development.

**Health:** If building is on well or septic the following is required:  
  
Final approval required on system (mound stabilized, alarm working (electric required), house constructed, rain gutters installed, etc.  
All reinspection fees must be paid.  
Water sample results and well completion reports required on new wells drilled.



## Certificate of Occupancy (CO) Process Commercial Projects

The day the final inspection is scheduled, the CO route is started for that project. The Building Office requires unconditional approval from all other departments prior to issuance of a CO. The following is a breakdown of items that are reviewed by each department before a CO is issued. The CO can be obtained through the IVRS at 407-742-0210, using option #5 or by logging on to [www.osceola.org](http://www.osceola.org), click on *Online Services*, click on *Certificate of Occupancy Search*, type in your permit number, when permit number is displayed in the highlighted area, click on highlighted area and the CO will be displayed. Click on Print button.

- Building Office:** All required inspections must be in approved status on project permit.  
All sub-contractor permits (activity permits) must be in final status.  
All reinspection fees on project and sub-contractor permits must be paid in full.  
Termite certificate(s) must be on file with the Building Office.  
If project is a Threshold Building, signed and sealed threshold report(s) must be on file before CO can be issued.  
If building has elevator, final approval from State of Florida must be on file with Building Office.
- Impact Fees:** Verifies that all impact fees have been paid, including: school, fire, park, transportation, fire rescue and solid waste fees (if applicable).  
*Note: fire rescue and solid waste fees are not assessed until the permit is routed for a CO.*
- Engineering:** All required inspections for any Utility/Right of Way Utilization permits on project must have approved finals.  
All required inspections for ESP or CEP permits must have approved finals.  
If a tenant build-out, must have approved finals on shell building.  
If in a flood zone, elevation certificate must be turned in prior to final approval.
- Environmental:** Ensures that all landscaping requirements are met and verifies that adequate buffering is provided.
- Fire Department:** All required inspections are approved and all fees paid.  
Reinspection fees must be paid in full.  
All commercial buildings shall have a Fire Building Final inspection regardless of Sprinkler Systems or Fire Alarm Systems being installed.  
All Hydrants are in service, approved, and properly painted with required clearances.  
Must request building final inspection through IVRS (this request is not automatic).
- Health:** If building is on well or septic the following is required:  
Final approval required on system (mound stabilized, alarm working (electric required), house constructed, rain gutters installed, etc).  
All reinspection fees must be paid.  
Water sample results and well completion reports required on new wells drilled.  
Also, check licensure on port-o-let companies and permit approval on holding tanks.
- Zoning:** Verifies that the plat has been recorded (when applicable) and that all special conditions have been met.