
CERTIFICATE OF OCCUPANCY RESIDENTIAL GUIDELINES

Modified/Effective September 10, 2024

These Guidelines apply to new Residential Homes and/or Townhomes.

Certificate of Occupancy Request

- The licensed contractor, or representative, must send an email to building@sanfordfl.gov requesting the CO to be routed.
- Multiple City Departments are responsible for reviewing the permit prior to issuance of a CO
- It is the duty of the licensed contractor to verify what information is required from other City Departments PRIOR TO requesting a CO route.

When can you request a CO routing?

- Once the Mechanical, Electric and Plumbing Final Inspections have been APPROVED
- Requests made prior to those inspections being approved will be ignored

What documentation is required for CO Issuance approval by Building?

- Compaction Test Results
- Blower Door Test Results
- Final Termite Treatment Certificate
- Final Insulation Certificate

CO Document Submittal Requirements

- All documentation must be uploaded in .pdf format
- All CO documentation files shall be named appropriately
 - Example: "Lot 45 Compaction Test Results.pdf"
 - Example: "Lot 45 Final Survey.pdf"
- All CO documentation for all departments shall have in the Description: "CO Documents"

How long does the CO routing take for approval?

- Minimum of 5 business days
- Turnaround time depends on the correct information submitted for all departments, and all fees being paid.

Please Note:

- The closing of a home does not dictate the issuance of a Certificate of Occupancy
- A CO will not be issued if there are any open inspections
- All fees must be paid in full
- CO's will only be issued during normal business hours, Mon-Thurs, or at the discretion of the Building Official
- Any Fire Final inspections must also be approved