



Town of Manalapan

600 South Ocean Blvd | Manalapan, FL 33462

## **Required for Certificate of Occupancy (C.O.)**

**For new residential buildings and substantial improvements or reconstruction to existing buildings, the permittee shall supply the following where applicable:**

1. Proof of septic tank approval from the State Department of Health and Rehabilitation
2. A letter certifying the total project costs. Signed Owner/Contractor CO Affidavit
3. A certificate of elevation, issued by a registered surveyor (and Zone V design certificate if applicable)
4. An as-built survey certified by a registered surveyor, that shows the exact location of all buildings and structures, with new contours, grading elevations, and distances to lot lines from the buildings and structures
5. Letter from architect or engineer that certifies drainage plan (confirming water is maintained on their own property)
6. Certificate of Completion on Termite Protection
7. Certificate of Insulation Installation
8. Other information required by the administrative official as may be needed or required for reporting purposes and requested on a final document checklist provided to the permit holder
9. Final Landscape Certification
10. Final Certification of approval from DEP
11. Proof of final approval of all permits
12. Final conformed PDF set of Construction Documents provided on a flash drive or via email to the Building Department. If providing via email send to [vbotello@manalapan.org](mailto:vbotello@manalapan.org) and [mfells@manalapan.org](mailto:mfells@manalapan.org)
13. Fee for Certificate of Completion is \$100.00 which may be paid by cash, check or money order.