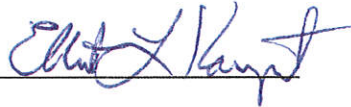


Policy Title: Final As-Built Inspections

Policy Number: 20-01

Effective date: 3/30/2020

Approved by:



Approved date:

3/30/2020

STATEMENT OF ISSUE/PURPOSE OF DETERMINATION: This policy letter implements how the Department of Growth Management planning staff, hereafter referred to as "staff", implements Okaloosa County Land Development Code Section 1A.03.08 relative to Final Acceptance of authorized development activity by an approved development order.

This policy shall guide staff on how to perform a final inspection on site in reference to an approved development order. Upon notification from the engineer of record that a site is ready for a final inspection, staff shall adhere to the following process:

- Engineer of record shall submit notification via signed sealed affidavit along with as-built engineering drawings, landscape plans and landscaping review fee of \$100.
- Said fee shall be paid prior to said inspection; per Chapter 12, LDC; a re-inspection fee of \$50 shall be submitted for each re-inspection as warranted.
- Staff shall perform site inspection upon receipt of the affidavit, as-built drawings, and landscape plans and associated review fee.
- Staff shall notify the building department once the certificate of occupancy may be issued; however, should site discrepancies be noted, staff shall notify the engineer of record defining said discrepancies in writing. Once discrepancies are corrected the engineer of record shall notify staff along with remittance of re-inspection fee. Upon receipt staff shall perform a re-inspection(s). The process will continue until said plans are in compliance with the approved development order.

APPLICATION: Staff shall perform said inspections as detailed above for each project in which they have been assigned to by the Planning Manager.

LAND DEVELOPMENT CODE:

1A.03.08. - *Final acceptance.*

All development activity authorized by an approved development order must be performed and completed in conformance with such order. No certificate of occupancy,

completeness, or acceptance will be issued until such time as the authorized development has been accepted by the county as specified herein.

1. *Affidavits. Upon completion of the authorized work the engineer of record shall provide a sworn affidavit stating that the development activity conforms to all applicable requirements of this Code, and shall further provide signed and sealed "as-built" engineering drawings and technical data in support of the sworn affidavit. The engineer of record shall then assume full responsibility for compliance with all applicable provisions of this Code as well as other pertinent laws, rules, or ordinances. The planning official may still, at his discretion, require that a site inspection be conducted prior to final acceptance.*
2. *Acceptance. If it is determined the work authorized by the approved development order or permit has been completed in a satisfactory manner after approvals from all applicable reviewing agencies the planning official or designee shall issue a certificate of acceptance which will then be forwarded to the building official. The building official may then issue a certificate of occupancy or completeness if all applicable building code requirements have been met.*
3. *Rejection. If it is determined that the work authorized by the approved development order or permit has not been completed in a satisfactory manner the planning official or designee shall provide written notice to the applicant, engineer, or contractor involved. Any such notice shall provide findings upon which the determination was made, and shall further describe corrective actions that can be taken so that the work can be accepted.*

(Ord. No. 11-01, § 2, 1-18-11)