



Town of Pierson
106 N. Center Street
Pierson, FL 32180
(386) 749-2661 Phone
(386) 749-3239 Facsimile
(855) 445-7630 Inspection Line
www.townofpierson.org

CERTIFICATE OF OCCUPANCY REQUIREMENTS FOR ONE AND TWO FAMILY DWELLING UNITS CHECKLIST



Please provide the following at time of application:

- Driveway/sidewalk approval - Contact the Town of Pierson Public Works at (386) 749-2661 or payment receipt for "Side-walk Fund" in accordance with Ordinances.
- Three (3) copies of the signed and sealed Elevation Certificate and survey.
- Volusia County Impact Fee receipt - Contact Volusia County at (386) 736-5929, Ext. 12097.
- Signed and sealed final boundary survey (survey shall include flood zone and inches above crown of road).
- Certificate of termite compliance (must be obtained from a termite company).
- Septic and well system approval (if not connected to public water or sewer) - Contact State of Florida Department of Health at (386) 274-0692.
- Water and sewer receipt (if not connected to a private well or septic system) - Contact the City Utility Department at (386) 749-2661 or Volusia County Utility Services Department at (386) 736-2700.
- City Building Inspector approval - Contact the Building Division at (386) 749-2661.
- Payment of all city re-inspection fees.

Note: Should you have questions or require any additional information, please contact the Building Official at (386) 804-9034. Additional documents maybe required upon request by the Building Division.

ALL DOCUMENTS SUBMITTED MUST BE LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED.