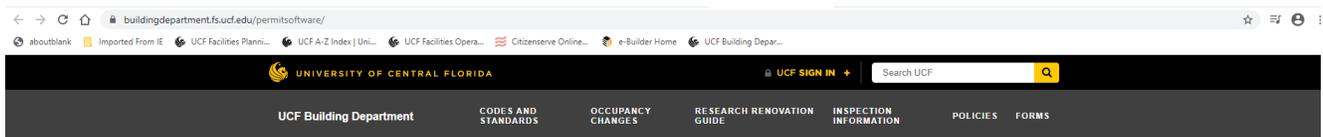# How to Apply for and obtain a Certificate of Completion or Certificate of Occupancy via Citizenserve

Procedure Statement: Permit applicants responsible for closing permits. Once final inspections have passed, the permit is closed via the issuance of a Certificate of Completion (CC) or a Certificate of Occupancy (CO) from the UCF Building Department. The permit applicant must follow the procedure outlined below to apply for and obtain the applicable certificate.

1. Login to Citizenserve via [UCF Building Department Website - Permitting Software Information](#)

2. Select **"APPLY FOR CC, CO or TCO"** on the home screen of UCF's Citizenserve site.

How to Apply for and obtain a Certificate of Completion or Certificate of Occupancy via Citizenserve

3. Complete required fields.
   a. Application Type: Select Certificate of Completion, Certificate of Occupancy
   b. Sub Type: General Request
   c. Is this application for an existing project: Yes
   d. Permit or File #: Enter Permit Number
   e. Once additional fields auto-fill, verify the address and building correspond to the permit you wish to complete.
   f. If commissioning was required by your project, the preliminary commissioning report will be required when applying for the certificate.

4. Select **"SUBMIT"**

5. Once issued the Certificate (CC or CO), will be sent to the permit applicant via email and also available in the documents section of the "permit" related to the issued certificate.

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6. To access the certificate in Citizenserve, navigate to the applicable permit and select **"VIEW OTHER PERMITS ON THIS PROJECT"**

7. A list of related permits will appear. Select the permit # that pertains to the CO or CC. The first two letters of these permits will be CO for Certificates of Occupancy and CC for Certificates of Completion.

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8. Select the DOCUMENTS tab of the related permit and select the CERTIFICATE.

9. Save the Certificate (CC or CO) as a .pdf document before uploading into e-Builder close-out process.

From: Roy.Johnston@ucf.edu
Sent: 08/10/2020 - 10:22 AM
To: michael@ovationinc.net
CC:
Subject: Certificate of Completion

UCF BUILDING DEPARTMENT
3528 N. Perseus Loop, Orlando FL 32816-3499, Phone 407-823-5323

CERTIFICATE OF COMPLETION

Building Permit Number: B20-000008

This certificate is issued in accordance with the laws and regulations enforced by the Building Department of the University of Central Florida.

Building Name: Kappa Alpha Theta

Building Address: 4400 Greek Ct.

This certificate of completion is not transferable and becomes invalid upon change of occupancy, or upon any changes to the building, or premises, or upon any violation of the laws and regulations enforced by this office.

This document certifies that the described portion of the structure has been inspected for compliance with the Florida Building Code 2017.

University Building Official: Roy Johnston   Date: August 10, 2020