DOWNLOAD AND PRINT CERTIFICATE OF COMPLETION

A certificate of Completion (COC) can be issued after the final inspection for structures where there is no occupancy. Once a COC is issued, it can be downloaded for the Osceola County Permit Center.

It is important that the pop-up blocker is turned off for this site. The Permit Card appears as a PDF in a pop-up window.

Navigate to the login page <u>https://permits.osceola.org</u> of the Osceola County Permit Center and login.

1. Type your Record ID (permit number) into the global search field and select enter

on your keyboard.

Enter

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Schedule Help	About Osceola	
	Announcements Logged in as: Tracy Patterson	Lists (0) Cart (0) Reports (5) Account Management Logout

2. Expand **Reports** by selecting the carat \neg and select **Certificate of Completion**. *If nothing happens you may have the pop-up blocker on.*

Osceola		
ouncements Logged in as:Tracy Patte	rson Lists (0) Cart (0) <u>Reports (6)</u> Account Management	
	2019 Building Permits - Excel	
anning Public Works Zonin	Certificate of Completion Permit Center Trust Account Statement	

3. A pop-up will show confirming the **Record ID**. Select **Submit**.





5. To print the Certificate of Completion select the print icon form the PDF menu bar or select Ctrl + P on your keyboard.

