

# TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435  
561.732.2635 Main ♦ [permits@oceanridgeflorida.com](mailto:permits@oceanridgeflorida.com) ♦ [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)



## Application for Certificate of Completion / Certificate of Occupancy

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Address: \_\_\_\_\_, Ocean Ridge, FL 33435

Occupancy Type: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_

Type of Construction \_\_\_\_\_ FL Building Code Edition Permit Issued Under \_\_\_\_\_

Contractor Company Name: \_\_\_\_\_ Point of Contact's Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Check type of document requesting:

**Certificate of Occupancy (CO)**

**Certificate of Occupancy can be provided for the following:** All new construction being occupied by residential or commercial. A change in the existing use or occupancy classification of a building or structure or portion thereof. A SUBSTANTIAL IMPROVEMENT, any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. A complete interior build out made by a tenant within a shell building space receives a CO. A shell building only does not receive a CO.

**Certificate of Completion (CC)**

**Certificate of Completion can be provided for the following:** When a shell structure is completed, if individual trade systems are completed or minor renovation is completed and requires release for use and connection to any utility system. Examples: If it requires connection to water, septic, gas, or electrical utilities, then a CC can be issued.

**The following fees apply:** \$50.00.

The following process has been established for issuing certificates of occupancies (CO) or certificates of completion (CC) per the Florida Building Code Sections 111.2, 111.4, and 111.5.

This application shall be submitted only after all required documentation and inspections have been submitted and reviewed by the Building Official. The required inspections may include any or all of the following: electrical, mechanical, plumbing, gas, building, roofing, landscaping, parking, fire, engineering, utilities. Please refer to the CO/CC Checklist for more information.

A minimum of two-working days is required for a CO or CC to be completed once application has been received by the Building Department.

The undersigned, by signing below, does hereby certify that all final inspections, or written approval of the above agencies, have been conducted and approved, and all applicable documentation has been submitted.

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Contractor Qualifier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Fee for Certificate of Completion or Certificate of Occupancy: \$50.00.

Total Amount Due: \$ \_\_\_\_\_ Cash \_\_\_ Check # \_\_\_\_\_ CC \_\_\_\_\_

Conditions:

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Approved by: \_\_\_\_\_, Building Official Date: \_\_\_\_\_