



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

## Application for Temporary Certificates of Occupancy (TCO) or Completion (TCC)

Application Date: \_\_\_\_\_ Project Completion Date of Work: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permit Address: \_\_\_\_\_

Requested Occupancy Date: \_\_\_\_\_ Requested TCO/TCC Inspection Date: \_\_\_\_\_

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

**Note: Please read all instruction and complete all portions of this application. All fees must be paid in order for the TCO/TCC to be issued. The application must be submitted fourteen (14) days prior to occupancy date.**

### Initial Each Box:

Upon written application by the permit number, the Building Official may issue a Temporary Certificate of Occupancy (FBC 111.3) or Temporary Certificate of Completion for a building or structure or a portion thereof, providing the building or structure/portion to be occupied is at least 90% complete and that all code requirements for sanitary facilities, means of egress, fire resistive separation, fire prevention and protection, structural adequacy and public safety, including adequate barricading of the work areas from the work area or areas to be occupied, have been inspected and approved by the Building Official. This application for a Temporary Certificate of Occupancy (FBC 111.3) or Temporary Certificate of Completion shall be accompanied by the following documents:

A detailed description of the work that will not be complete on the requested occupancy date. List all outstanding work, which is to be completed in order to receive all final inspection and a permanent Certificate of Occupancy (FBC 111.2) or a Certificate of Completion (FBC 111.5).

A letter from the property owner or tenant who will be occupying the building or structure, or portion thereof during the conditional occupancy acknowledging that only a Temporary Certificate Occupancy or Temporary Certificate of Completion will be issued, that physical occupancy by them is voluntary and that if the permit holder fails to complete the building or structure, or portion thereof, and obtain a permanent Certificate of Occupancy (FBC 111.2) or Certificate of Completion (FBC 111.5) within thirty (30) days they will be required to vacate the premises (FBC 111.4).

Temporary Certificate of Occupancy (FBC 111.3) and the Temporary Certificate of Completion is a non-refundable fee.

If a permanent Certificate of Occupancy (FBC 111.2) or permanent Certificate of Completion (FBC 111.5) is not obtained within thirty (30) days, a fee will be automatically assessed and by inspection by the Building Official will determine if continued occupancy is authorized.

A Temporary Certificate of Occupancy (FBC 111.3) or Temporary Certificate of Completion may be revoked if any action by the contractor, owner, or tenant creates any code violation affecting the property occupancy of the area (FBC 111.4).

Any Temporary Certificate of Occupancy (FBC 111.3) or Temporary Certificate of Completion that expires without renewal has been revoked and can result in a notice of violation, civil violation, and/or disconnection of utility services.



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I \_\_\_\_\_ (qualifier/printed name) am the licensed contractor and main permit holder of record who supervised the construction of work and am authorized to make this foregoing application.

**CONTRACTOR'S AFFIDAVIT:** This is to certify that I am aware of my responsibility to obtain all Final Inspections and to obtain the required permanent Certificate of Occupancy or Certificate of Completion or an extension of the Temporary of Certificate of Occupancy (FBC 111.3) or the Temporary Certificate of Completion as described in the attached. Sanction against my license may be imposed for failure to obtain all necessary finals and the permanent Certificate of Occupancy or permanent Certificate of Completion.

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

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

State of Florida  
County of \_\_\_\_\_

SWORN AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally known to me \_\_\_\_\_, or by online notarization \_\_\_\_\_, or having produced as identification \_\_\_\_\_ and who executed the foregoing instrument and acknowledged before me that the same was executed for the purposes therein expressed.

Notary's Signature: \_\_\_\_\_

SEAL

### FOR OFFICIAL USE ONLY

Fee for Temporary Certificate of Completion/Occupancy: \$250.00 per condition per 30 days.

Total Amount Due: \$ \_\_\_\_\_ Paid \_\_\_\_\_ cash \_\_\_\_\_ check \_\_\_\_\_ card \_\_\_\_\_ Initials

Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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