



TOWN OF OCEAN RIDGE

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

Application for Certificate of Completion or 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.

Contractor Qualifier's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

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

Total Amount Due: \$_____ Paid _____cash _____ check _____ card _____ Initials

Conditions:

Approved by: _____, Building Official Date: _____



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6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

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Certificate of Occupancy/Completion Checklist

This form may not be a complete list. Additional items may be due upon inspections/reviews.

Permit Address: _____ Permit #: _____

Contractor/Co. Name: _____ Phone #/Email: _____

For Official Use Only		
Final Building Inspections	Permit #	Final Date
Building		
Demolition		
Dock and/or Boatlift		
Drainage/Landscaping		
Driveway/Walkway		
Electrical		
Elevation Certificate Site Inspection		
Fence		
Fire Sprinkler (+Boynton Fire Dept)		
Gas (+Boynton Fire Dept)		
Generator		
Irrigation		
Low Voltage		
Mechanical		
Plumbing		
Pool and/or Spa		
Roofing		
Seawall		
Temp Fence		
Temp Pole		
Temp Trailer		
Wall		
Outstanding Fees		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Paperwork Required for C/O		Date Received
As-Built Surveys (3 sets-include septic/drainfield/utilities on survey)		
Boynton Beach Utilities Confirmation (Building Clerk will verify)		
DEP Final Order (1 set)		
Elevation Certificate (1 set)		
Energy Performance Level (EPL) Display Card (1 set)		
Envelope Leakage Test Report (1 set - dated after final inspection)		
Final Dept. of Transportation (if applicable)		
Final Drainage Certificate for Exfiltration Trench (3 set)		
Final Drainage/Landscaping Approval Letter		
Final Geotechnical Reports (soil test, pilings, etc.) (3 sets)		
Insulation Certificate (1 set)		
Nonconversion Agreement (1 recorded set)		
Palm Beach Co. Health Department Inspection (1 set)		
ROW Permit Parking Returned		
Service Contract for Septic System		
Shop Drawings for Stairs/Rails (2 sets)		
Termite/Pest Control Inspection (1 set)		
V-Zone Certificate (V Zones only, 1 set)		

Prepared By: _____

Date: _____