

**TO:** ALL BUILDING DIVISION PERSONNEL

**FROM:** DOUG WISE  
BUILDING DIVISION DIRECTOR

**PREPARED BY:** BUILDING DIVISION

**SUBJECT:** CERTIFICATES OF OCCUPANCY & COMPLETION  
(FINAL and TEMPORARY USES)

**PPM #:** PB-O-032

=====

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
June 18, 2024	June 18, 2024

=====

**PURPOSE:**

The purpose of this PPM is to provide a procedure for the issuance of **Certificates of Occupancy** (CO) and **Certificates of Completion** (CC), as described in the adopted Florida Building Code.

**Alternatively**, a request may be granted, under special conditions, for the following temporary uses:

- Temporary Certificate of Occupancy/ Completion (TCO/ TCC)
- Partial Certificate of Occupancy (PCO)
- Early Fixturing/ Stocking Approval (ESA)

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of the Building Division, Deputy Building Official, Assistant Deputy Building Official, or Codes Product & Training Supervisor, under the authority of the Director of the Building Division.

**AUTHORITY:**

Section 111 - Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration; Chapter 320, Florida Statutes

**POLICY:**

A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the *Building Official* has issued a Certificate of Occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction (Section 111.1 Use and Occupancy, PBC Amendments to the Florida Building Code - Chapter 1 Administration)

**I. Certificates of Occupancy and Certificates of Completion** - shall be issued in accordance with provisions contained in the Florida Building Code and this Policy and Procedure Memorandum for construction, as described below:

- **Certificate of Occupancy** - COs are issued for buildings and structures intended for human habitation, including places to work, under conditions set out hereafter in "Procedures".

Examples:

- One & Two Family Dwellings
- Multi-Family Dwellings
- Commercial and Industrial Buildings
- Interior Improvements or Build-outs
- Manufactured (mobile) homes per Chapter 320, F.S.

- **Certificate of Completion** - CCs are typically issued for structures or systems which are not intended for human occupancy, under conditions set out hereafter in "Procedures."

Examples:

- Pools	- Shell Buildings
- Storage Tanks	- Sheds
- Irrigation Systems	- Signs

## **II. Temporary Uses, Conditions and Occupancies**

- **Temporary Certificate of Occupancy** – TCOs are granted with specific conditions for a period of 90 days for the purpose of use and/or occupancy prior to completion.
- **Temporary Certificate of Completion** – TCCs are granted for a period of 90 days to facilitate the commencement of tenant/ lessee build-out(s).
- **Partial Certificate of Occupancy** – PCOs are granted for specific sections or zones when a project has been sectioned into phases. All inspections and agency approvals must be complete in the specified section.
- **Early Fixturing/ Stocking Approval** – ESA's are granted to allow for fixturing, stocking or decorating purposes only. Public access, including Employee Training activities, are strictly prohibited

### **PROCEDURE:**

The **Certificate of Occupancy (CO) or Certificate of Completion (CC)** shall be issued within two business days automatically by the Inspection Section, once the permit has passed all the required final inspections, all required fees (ex: Solid Waste Authority) have been paid, and upon satisfaction of all authorized holds and other agency approvals.

No **CO** or **CC** shall be issued if any fire, health, or safety regulation remains in non-compliance.

A **Temporary or Partial Use** may be granted by the Building Official or Deputy Building Official to specifically authorize conditional uses to address any missing non-fire, non-health, or non-safety items required to assure code compliance, upon expiration of the limited time temporary or partial certificate.

Requests for Temporary occupancies may be submitted to the Inspections Department. Please contact them at (561) 233-5170 for specific guidance.

**TABLE – PPM-032 – Temporary Certificates & Use**

Classification <sup>(1) (2)</sup>	Duration (Days)	FEEs <sup>(3)</sup>	
		Commercial	Residential
TCO/ TCC	90	\$1500 ea.	\$450 ea.
PCO - (Specific to a single Phase/ Zone)	No Expiration	\$1000 ea.	\$300 ea.
ESA	No Expiration	\$200 ea.	\$200 ea.

**Notes:** (1) *Conditions* are specific to each Permit, and, are contingent upon Fire Marshall Approval, when applicable  
(2) Additional *Agency* Approvals may be required, including Fire Marshall Approval  
(3) *Fees* are per **each Building/Unit**, AND, per **each Condition**

  
\_\_\_\_\_  
**DOUG WISE**  
**BUILDING DIVISION DIRECTOR**

**Supersession History**

1. PPM# PB-O-032, issued 5/30/89
2. PPM# PB-O-032, effective 6/01/89
3. PPM# PB-O-032, issued 6/94
4. PPM# PB-O-032, issued 06/11/01
5. PPM# PB-O-032, issued 4/17/12
6. PPM# PB-O-032, issued 2/20
7. PPM# PB-O-032, issued 8/24/23
8. PPM# PB-O-032, effective 6/18/24



**Early Fixturing / Stocking Approval Application** (Must be approved by the Building Official prior to stocking.)

**Permit Number:** \_\_\_\_\_ **(Property Address)** \_\_\_\_\_

**I (Print Name):** \_\_\_\_\_, legal owner or lease holder of the below listed property do hereby request permission to fixture / stock the referenced project in accordance the Palm Beach County Amendments to the Florida Building Code (Latest Adopted Edition) Section 111.

The building official is authorized to issue approval for fixturing, stocking, decorating or training, when appropriate, to allow the builder to prepare the structure for permanent occupancy. The building may not be open to the general public or be used for the transaction of any commerce. Such approval must be conditioned upon the approval of the Fire Marshal, when applicable.

**Outstanding Issues / Conditions:**

I understand that this Stocking Approval may be revoked, the proposed activity prohibited, and electrical power to the premises ordered disconnected at any time by county staff, if it is determined I have failed to abide by any of the specific conditions associated with this stocking approval, or have created, or allowed any significant life safety violations to exist during the life of this stocking approval. I understand and agree to hold Palm Beach County, its officers, agents and employees harmless for any damages that I may incur as a result of this stocking approval being revoked, the proposed activity prohibited and/or electrical power to the premises ordered disconnected by County.

- All exit access and exits must remain clear of stocking items and safe practices shall be adhered to at all times for safeguarding persons and property during construction as required by NFPA 241 and Chapter 33 of the Florida Building Code (latest adopted edition).
- Inventory and furniture shall be placed in a matter as to not impede access for any remaining inspections. All electrical outlets, switches, panels, and disconnects must be exposed
- By signing this document, both the owner/leaseholder and contractor understand that the building may not be occupied, open to the public, or used for the transaction of any commerce until a Certificate of Occupancy has been issued by the Building Division.

**Stocking Fee:** \$200.00

**Name of (Signature of Owner/Leaseholder):** \_\_\_\_\_

Contact Information: Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**(Signature of Owner/Leaseholder):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Individual Acknowledgment

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is Personally Known ☐ OR Produced Identification ☐ Type of Identification Produced: \_\_\_\_\_. Print, Type, or Stamp Commissioned Name of Notary Public)

\_\_\_\_\_  
(Signature of Notary Public)

My Commission expires: \_\_\_\_\_ Affix Notary SEAL

Page 1 of 2

**Name of Contractor:** \_\_\_\_\_ **License/Certification #** \_\_\_\_\_

**Contact Information:** Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature of Contractor):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Individual Acknowledgment

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is Personally Known ☐ OR Produced Identification ☐ Type of Identification Produced: \_\_\_\_\_. Print, Type, or Stamp Commissioned Name of Notary Public)

\_\_\_\_\_  
(Signature of Notary Public)

My Commission expires: \_\_\_\_\_ Affix Notary SEAL

**FOR OFFICE USE ONLY:**

**Site Specific Conditions:** \_\_\_\_\_

**(Signature of Building Official or Designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Signature of Fire Marshal or Designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_