

City of Boca Raton

Code Compliance Division/Building



CITY HALL • 201 WEST PALMETTO PARK ROAD • BOCA RATON, FLORIDA 33432-3795 • PHONE: (561) 393-7930
INTERNET: www.ci.boca-raton.fl.us

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Application For A Temporary Certificate of Occupancy The Application must be submitted 7 days prior to requested occupancy date

Street Address _____

Building Permit No. _____ Requested Occupancy Date: _____

Occupancy Type: _____ Occupancy Load: _____

Project Name: _____

Upon written application by the permit holder, the Building Official may issue a temporary certificate of occupancy for a building or structure or a portion thereof, other than a single family residence, providing the building or structure is 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 and the Fire Chief. The application for a temporary certificate of occupancy shall be accompanied by the following documents.

- A complete description and a certified cost estimate for the work not completed. The estimated cost of labor and materials broken down by each trade is required to be certified by the architect of record.
- Certifications that the persons who will occupy the building or structure, or portion thereof, have been notified in writing that only a temporary certificate of occupancy 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 within 90 days they will be required to vacate the premises.
- Temporary Certificate of Occupancy fee of \$3948.00 (non-refundable)
- A cash bond, certified check, cashier's check or letter of credit made out to The City of Boca Raton in the amount of 200% of the estimated cost of the work remaining to be completed after the temporary certificate of occupancy is issued.
- A business tax receipt, where applicable.

If the building or project is not completed within the maximum 90 day period for a temporary certificate of occupancy, and the building official has not extended the time limit, the temporary certificate of occupancy will automatically terminate and the cash bond, cashier's check or certified check posted by the permit holder shall be forfeited. An amount equal to 10% of the

bond will be taken by the City of Boca Raton as a penalty for failure to complete the project within the 90-day time limit, or any extension thereof.

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Application For TCO

I _____ (please print) am the owner/builder or licensed contractor and the permit holder of record who supervised the construction of work and am authorized to make this foregoing application.

Signature: _____ Date: _____

Company: _____ Phone _____

Fax _____

If the applicant does not sign this application before the building official or his representative, the signature must be notarized.

STATE OF FLORIDA
COUNTY OF _____

Before me personally appeared _____ to me well known and known to me to be the person who described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed WITNESS my hand and official seal this _____ day of _____, 2011 A.D.

Notary Public State of Florida

My Commission Expires:

For Official Use Only

REQUIRED INSPECTIONS:

- Building TCO _____
- Plumbing TCO _____
- Fire TCO _____
- Engineering TCO _____
- Electrical TCO _____
- Environmental TCO _____
- Mechanical TCO _____

TCO Inspections date: _____

Bond Amount (200% of certified estimate) _____

Building Official

Date

WHEN ALL INSPECTIONS ARE COMPLETE PLEASE NOTIFY THE PERMITS AND CUSTOMER SERVICE MANAGER FOR APPROVED CERTIFICATE AT 561-393-7930.