



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM# PBO-032
Issued: 4/17/12
Effective: 4/17/12**

- SUBJECT: CERTIFICATES OF OCCUPANCY & COMPLETION**
- AUTHORITY:** Section 111- Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration; Chapter 320, Florida Statutes
- 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.
- POLICY:** **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:
- 1 & 2 Family Dwellings
 - Multi-Family Dwellings
 - Commercial and Industrial Buildings
 - Additions and Alterations thereto
 - 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
- Storage Tanks
- Irrigation Systems
- Shell Buildings
- Sheds
- Signs

PROCEDURES: The **Certificate of Occupancy or Certificate of Completion** shall be issued within two business days automatically by the Inspection Scheduling 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.

The Building Official or Deputy Building Official may specifically authorize a limited, specific time Temporary or Partial Certificate 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

Supersession History:

1. PPM# PBO-032, issued 5/30/89
2. PPM# PBO-032, effective 6/01/89
3. PPM# PBO-032, issued 6/94
4. PPM# PBO-032, issued 06/11/01
5. PPM# PBO-032, issued 4/17/12



Director