

# Certificate of Occupancy Request Form

Commercial Only



- Certificate of Occupancy C/O (New Building)
- Temporary T/C/O (Incomplete new Building)
- Certificate of Completion C/C (Interior Alterations)

Date: \_\_\_\_\_

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

Bldg. Code Edition: \_\_\_\_\_

PCN #: \_\_\_\_\_

Use & Occupancy: \_\_\_\_\_

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

Type of Construction: \_\_\_\_\_

Date of Permit Issuance: \_\_\_\_\_

*2023 Florida Building Code, Building, Eighth Edition*

**111.1 Use and occupancy.**

*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 therefor 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.*

- A. Provide ONE pdf document with the following (combine files in the order noted).
- B. In the subject line of email: state Lot, Pod and Street address. Email to: [building@westlakegov.com](mailto:building@westlakegov.com).
- C. **BOLD** items are required for TCO & CC

Applicant

Check:

Bldg. Dept Use

<input type="checkbox"/>	<b>All Required Inspections Completed (Copy of Signed Card(s))</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Final Fire Approval</b>	<input type="checkbox"/>
<input type="checkbox"/>	Final Survey (signed by surveyor) & matching Site Plan	<input type="checkbox"/>
<input type="checkbox"/>	Final Engineer of Record Certification Letter	<input type="checkbox"/>
<input type="checkbox"/>	Final Elevation Certificate	<input type="checkbox"/>
<input type="checkbox"/>	Elevator State Certification	<input type="checkbox"/>
<input type="checkbox"/>	<b>Envelope Leakage or Mechanical Balance Test Report</b>	<input type="checkbox"/>
<input type="checkbox"/>	Final City Engineer Approval	<input type="checkbox"/>
<input type="checkbox"/>	Final Drainage Certification	<input type="checkbox"/>
<input type="checkbox"/>	Final Landscape Certification	<input type="checkbox"/>

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<input type="checkbox"/>	Photometrics Report	<input type="checkbox"/>
<input type="checkbox"/>	Geotechnical Reports	<input type="checkbox"/>
<input type="checkbox"/>	<b>Insulation Certificate</b>	<input type="checkbox"/>
<input type="checkbox"/>	Palm Beach County Fire Dept. Final Inspection Reports	<input type="checkbox"/>
<input type="checkbox"/>	Palm Beach County Health Dept. Final Inspection Report	<input type="checkbox"/>
<input type="checkbox"/>	South Florida Water Management District Final Approval	<input type="checkbox"/>
<input type="checkbox"/>	<b>Termite/Pest Control Inspection Certification</b>	<input type="checkbox"/>
<input type="checkbox"/>	Seminole Improvement District Final Certification	<input type="checkbox"/>

**AFFIDAVIT OF COMPLETENESS AND ACCURACY**

**INSTRUCTIONS:** To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner Builder.

**STATEMENT OF COMPLETENESS AND ACCURACY**

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the assessment of additional fee, or denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by The City of Westlake to process this application.

**Check (v) one:** I am the [ ] Contractor [ ] Authorized Signatory of the Contractor, [ ] Owner/Builder.

\_\_\_\_\_  
Name (Type, Stamp, or Print Clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Firm (If Applicable)

\_\_\_\_\_  
License Number (If Contractor or Their Signatory)

\_\_\_\_\_  
Phone Number of Applicant

\_\_\_\_\_  
Email Address of Applicant

\*This checklist is a guideline to minimum submittal requirements for issuance of a Certificate of Occupancy. It is not intended to be comprehensive in nature. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards.