



Building Division
5800 Melaleuca Lane
Greenacres, Florida 33463-3515
permitcenter@greenacresfl.gov
561-642-2052

CERTIFICATE OF OCCUPANCY REQUEST FORM

(Commercial Only)

Instructions
1. Provide <u>one</u> (1) pdf document with the following (combine files in the order noted). 2. In the subject line of email state: Permit #, and Street address. Email combined file to permitcenter@greenacresfl.gov. 3. Affidavit of Completeness and Accuracy to be completed by the contractor or authorized signatory.

Permit Information	
Date of Permit Issuance: _____	Bldg. Code Edition: _____
Permit Number: _____	Design Occupancy Load (Ch 10): _____
Address: _____	Use & Occupancy (Ch 3): _____
Greenacres, FL Zip: _____	Type of Construction (Ch 6): _____
PCN: 18-42- _____	Lot Number: _____

Required Plans and Documents		
Applicant Check		Bldg. Dept Use
☐	Permit Card (all inspections complete & fully signed off)	☐
☐	Final Elevation Certificate Completed	☐
☐	Final Survey (signed by surveyor) & matching Site Plan	☐
☐	Final Engineer of Record Certification Letter	☐
☐	Envelope Leakage or Mechanical Balance Test Report	☐
☐	Elevator State Certification (if applicable)	☐
☐	Compliance Certificates for Drainage and Landscaping requirements	☐
☐	City Final Engineer Certification Letter zgamble@greenacresfl.gov	☐
☐	Certificate of Compliance (Private Providers Only)	☐

☐	Photometrics as built site plan signed and sealed	☐
☐	Insulation / Approved Energy Compliance Certificate	☐
☐	Geotechnical Reports	☐
☐	Palm beach County Health and Water Sewer Inspection Reports	☐
☐	South Florida Water Management District Final Approval	☐
☐	Termite/ Pest Control Inspection Certification	☐
☐	Issued City of Greenacres Business Tax Receipt	☐

Affidavit of Completeness and Accuracy

2023 Florida Building Code Eight Edition [A] III.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.

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 Certificate of Occupancy. I further acknowledge that additional information may be required by The City of Greenacres to process this request.

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.

Check One: I am the ☐ Contractor ☐ Authorized Signatory of the Contractor, ☐ Owner.

Signature of Applicant: _____ Date: _____