



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 Limited Use 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 and payment of applicable fees the Building Official may issue a limited use certificate of occupancy for a portion of a building or structure, providing the portion of the building or structure to be occupied is clearly designated and all code requirements for sanitary facilities, means of ingress and egress, fire prevention and protection and public safety have been inspected and approved by the Building Official and the Fire Chief. A limited use certificate of occupancy issued by the Building Official will remain in force until the issuance of a temporary or permanent certificate of occupancy. Allowing the permit to expire will nullify the LU certificate and may require renewal of both permit and certificate. The application for a temporary certificate of occupancy shall be accompanied by the following documents.

1. Written application from the permit holder requesting a Limited Use Certificate of Occupancy.
(This Application)
2. Complete description of work remaining to be completed and 2 floor plans showing the remaining work areas, requested occupancy area and means of egress certified by the architect of record.
3. Limited Use Certificate of Occupancy fee: \$1500.00 (non-refundable)
4. Certification that the persons who will occupy the building or structure, or portion thereof, have been notified in writing that only a limited certificate of occupancy will be issued, that physical occupancy by them is voluntary and that if the permit holder allows the permit to expire; or fails to complete the building or structure, or portion thereof, and obtain a permanent certificate of occupancy they will be required to vacate the premises.
5. Business Tax Receipt (where applicable).

Application for Limited Use CO

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 _____, 20____

Notary Public State of Florida

My Commission Expires:

For Official Use Only

REQUIRED INSPECTIONS:

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

Limited Use Inspections date: _____

Building Official

Date

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