



# Town of Jupiter

## Building Department

Certificate of Occupancy/Completion Check List

### Confirm Required Inspections completed:

- |   |                |                        |          |
|---|----------------|------------------------|----------|
| <input type="checkbox"/> Landscape                      | Barrett Cruce  | barrettc@jupiter.fl.us | 741-2523 |
| <input type="checkbox"/> Stormwater                     | David Rotar    | davidr@jupiter.fl.us   | 741-2705 |
| <input type="checkbox"/> Water Distribution             | John Gaddis    | johng@jupiter.fl.us    | 741-2702 |
| <input type="checkbox"/> Water Department (Utilities)   | Dana Shelley   | danas@jupiter.fl.us    | 741-2363 |
| <input type="checkbox"/> Engineering                    | Doug Koennicke | dougk@jupiter.fl.us    | 741-2258 |
| <input type="checkbox"/> Planning and Zoning Department | Scott Thatcher | scottt@jupiter.fl.us   | 741-2444 |

- Final Inspections of all Sub-Permit/Related Project Permits

\_Electrical

\_Mechanical

\_Plumbing

\_Roof

\_Irrigation

\_Site Lighting

\_Low Voltage

\_Gas

\_Fire Alarm

\_Fire Sprinkler

\_Power Release

\_Other

### Outside Agency:

- ENCON (Loxahatchee River District) Customer Service info@lrecd.org 747-5700

### Required Forms:

- Final Survey
- FEMA Flood Elevation Certificate (only required when structure is within special flood hazard area)
- Termite Protection
- Fire Certificate
- Signed/Sealed Special Inspector reports and Certificate of Code Compliance (if applicable)



## Temporary / Partial C/O

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- A written request from the qualifier on company letterhead requesting a TCO 10 Business days in advance must be submitted.
- Approvals from all other agencies necessary for project must be obtained and submitted to the Building department at time of written request.
- All Life safety items are completed, inspected and approved by both Fire and Building departments.
- Signed Sealed document from the designer of record attesting to outstanding items and cost to complete the Items (Cost shall include labor and materials).
- Applicant must provide a 110 % cash surety of the cost to complete the remaining work as determined by the designer of record.

**If work has not been completed and all finals requested and approved within 90 days of issuance of the initial Temporary/Partial Certificate of occupancy or Certificate of Completion, the Jurisdiction retains the right to have the applicant surrender the cash surety. The Jurisdiction may then use the surety to finish the work.**

**The surety shall be in the form of cash money, certified check, or cashiers check**

**Surety shall be returned upon approval of all final inspections and upon written request that has been approved by the Building Official or his Designee.**