



DEVELOPMENT SERVICES DEPARTMENT
401 Clematis St.
West Palm Beach, FL 33401
Telephone: 561/805-6700
Fax: 561/805-6676

Completion Agreement and Conditional/Phased Occupancy Request

Permit Number: _____ **Contractor:** _____

I (**Print Name**): _____, legal owner or lease holder of the below listed property do hereby request permission to occupy the structure located at **Address:** _____, West Palm Beach for (**Time Required for Completion**): _____ days prior to satisfaction of the following listed items which have been found deficient based upon inspection by City staff. Note: All life safety deficiencies must be corrected, inspected, and accepted, prior to all occupancy requests.

Outstanding Issues:

In consideration of the possibility of failure on my part to correct the deficiencies noted, leaving code deficiencies present at the site, I have provided a surety, to be held in escrow, for the amount of (**Amount of Surety**): _____ dollars, which will be held by the City until such time as the deficiencies listed above, or in the attached exhibit(s), have been corrected in entirety, inspected, and accepted by City staff.

I understand that this completion agreement may be revoked, conditional occupancy prohibited, and electrical power to the premises ordered disconnected at any time by City staff, if it is determined I have failed to abide by any of the specific conditions associated with this completion agreement, or have created, or allowed any significant life safety violations to exist, and that my surety may be forfeit if the deficiencies listed are not corrected in accordance with the terms of this agreement.

(Signature of Owner/Leaseholder): _____

Sworn to or affirmed before me this ____ day of _____, 20__ by _____, who is / are personally known, to me or has / have produced _____ as identification.

(Print Notary Name)

(Notary Signature)

(seal)

(Signature of Contractor): _____

Sworn to or affirmed before me this ____ day of _____, 20__ by _____, who is / are personally known, to me or has / have produced _____ as identification.

(Print Notary Name)

(Notary Signature)

(seal)

(Signature of Building Official): _____

Date: _____

(Signature of Fire Marshall): _____

Date: _____