



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

Stocking Agreement and Temporary 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 days (Time Required for Completion, Not To Exceed 90 Days) prior to satisfaction of the following listed items which have been found deficient based upon inspection by City staff.

Certificate being requested: Temporary Certificate of Occupancy or Stocking Certificate

Contact Name: Contact Phone () - Email:

Note: All life safety deficiencies must be corrected, inspected, and accepted, prior to any occupancy requests.

Outstanding Issues:

In consideration of possible failure on my part to correct the deficiencies noted and leaving code deficiencies present at the site, if required by the City of West Palm Beach, I have provided a surety, to be held in escrow, for the amount of \$ which will be held by the City until the deficiencies listed above, or in the attached exhibit(s), have been corrected, inspected, and accepted by City staff.

I understand that this completion agreement may be revoked, conditional occupancy prohibited, and electrical power to the premises disconnected at any time by City staff. I understand that 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, my surety may be forfeited 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)

(seal)

(Notary Signature)

(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)

(seal)

(Notary Signature)

(Signature of Building Official): Date:

(Signature of Fire Marshal): Date:

[See Page 2 for additional Information]

If you are requesting the use of property prior to the completion of construction, please be aware of the following information that affects the approval and use:

We offer two (2) types of certificates allowing use of the property prior to the completion of construction: Stocking Certificate — A Stocking Certificate is appropriate only when locating items in the property that will be needed when the construction is complete. These items may include:

- Shelving
- Boxes
- Furniture
- Office furniture and/or furnishings, including office cubicles and filing cabinets

To qualify for a stocking certificate, fire sprinklers and fire alarm need to be complete and operational to the point of protecting the areas that are proposed for storage. The address must also be properly displayed as required. A stocking certificate may be issued for a limited area, such as "the warehouse area" which may be separated from other areas. The requirements are in place as additional fire load is added to the building or structure when materials and merchandise are stored in the building. A stocking certificate does not permit the use of the building or structure by the public. Under a stocking certificate, no public use is permitted. The site is still considered a construction site. No use of the facility for interviews, training of staff or other uses is permitted. For these purposes, a Temporary Certificate of Occupancy (TCO) is required

Temporary Certificate of Occupancy (TCO) — To qualify for a TCO all life safety items must be in place and active, all accessibility requirements must be met, the address must be properly posted and all departments involved must sign off, these include, but may not be limited to:

- | | |
|---|------------|
| Building | Electrical |
| Mechanical | Plumbing |
| Gas | Fire |
| Landscape | Zoning |
| DERM – Department of Environmental Management (County Office) | |
| Health Department (County Office) | |

While you may not be ready for a final inspection, this is the method currently used to get the inspectors to the site and authorize the use of the building by the public. It is important to contact the inspectors and/or have personnel on site to ensure the inspectors are aware that a TCO is being requested. While the result of the inspection is not the most important issue, it may be a "P"ass, "F"ail or "I"ncomplete result, the notes from the inspector need to say "OK for TCO" so the office staff knows it is authorized. Once approved, the TCO is valid for not more than ninety (90) days. It is intended to allow for minor items or special order items not related to life safety or accessibility to be received, installed and approved. Should it become necessary, a TCO may be extended by the Building Official for one additional period not to exceed ninety (90) days. A TCO allows for use of the building or structure, or portion thereof, as shown on the TCO agreement that must be posted on site in a conspicuous location.

There is a cost associated with either request. The fee for a stocking certificate or a TCO is \$500 for commercial and \$250 for residential or 1% of the permit fee in either case, whichever is greater. A stocking certificate may be upgraded to a TCO during the effective period without additional fees.