

Florida Building Code 5th Edition (2014) – Certificate of Occupancy/ Completion Formal Interpretation

Date: June 29, 2015

Effective Date: June 30, 2015

To: All Staff

From: Jonathan Walsh

Chief Building Official

Subject: Issuance requirements for Certificate of Occupancy/Completion

In accordance with the Florida Building Code, Issuance of Certificate of Occupancies and/or Certificate of Completions are to be issued in the following manner.

Per Florida Building Code Section 111 Certificate of Occupancy – no building or structure shall be used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the Building Official has issued a certificate of occupancy therefore as provided herein.

Thusly, Per FBC section 111.4 Certificate of Completion – A certificate of completion is proof that a structure or system is complete and for certain types or permits is released for use and may be connected to a utility system. This certificate does not grant authority to “occupy” a building, such as shell building, prior to the issuance of a certificate of occupancy.

Per FBC-Building section 202 Definition:

Occupiable space is a room or enclosed space designed for human occupancy in which individuals congregate for amusement, educational or similar purposes or in which occupants are engaged at labor, and which is equipped with means of egress and light and ventilation facilities meeting the requirements of this code.

Per FBC –Residential section 202 Definitions:

Occupied space is the total area of all buildings or structures on any lot or parcel of ground projected on a horizontal plane, excluding permitted projections as allowed by this code.



The occupancy classification associated to a given space is determined upon the use of that space which it most nearly resembles and permitted scopes of work in which no occupied space is modified, altered or created would not require an occupancy classification to be associated. Therefore the following examples of when a Certificate of Occupancy or Completion is issued shall be implemented.

A Certificate of Occupancy is to be issued when the permitted scope is a change in use or a creation of occupiable space. I.e. change in or creation of tenant space occupancy, new residences, and new commercial uses.

A Certificate of Completion is to be issued when the permitted scope is complete and no new occupancies or occupiable spaces are created; i.e. creation of shell buildings, screen enclosures, pools, sheds (residential properties), well, a/c change outs, roof permits, window door and shutter permits, etc.