



12300 West Forest Hill Boulevard Wellington, FL 33414  
Phone: 561-753-2430 Fax: 561-791-4045  
www.wellingtonfl.gov

### Request for Certificate of Occupancy or Certificate of Completion

Please fill out the form below and submit it to the Building Division after final inspection. You will be contacted within 24 hours regarding any problems with this request. If there is nothing else required your certificate will be available for pick up at the reception desk after 48 hours.

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Location Address: \_\_\_\_\_  
\_\_\_\_\_ Suite # \_\_\_\_\_

Please check one (1) option.

Certificate of Occupancy

Certificate of Completion

Requested by  
Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

\_\_\_\_\_  
Building Department Signature

\_\_\_\_\_  
Fire Department Signature

\_\_\_\_\_  
Engineering Signature

\_\_\_\_\_  
Zoning Signature

\* ***Required (BTR) Business Tax Receipt application submitted, for Commercial Only.***

***\*You must obtain all required agency approval before Certificates can be issued***

***\*Requests for Certificates of Occupancy or Certificated of Completion shall not be made prior to receiving approved final inspections.***

***\* Requests submitted before passing final inspection will not be processed***