



Town of Loxahatchee Groves
155 F Road
Loxahatchee Groves, FL 33470
Phone: 561.807.6675 Fax: 561.793.2420
www.loxahatcheegrovesfl.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*