



## Temporary Certificate of Occupancy (TCO) Requirements

### What is a Temporary Certificate of Occupancy?

The Building Official is authorized to issue a Temporary Certificate of Occupancy allowing a commercial structure to be used/occupied before the completion of the entire work covered by the building permit, provided all outside agency approvals are granted and the structure can be occupied safely. A full Certificate of Occupancy (CO) is issued once all required inspection approvals are obtained under a building permit.

### TCO requirements include, but not limited to:

- All life safety related permits and sub permits closed, including the public safety radio booster if required, associated Right of Way work, any fire suppression system or smoke control system.
- Outside agency certification approvals complete and City approved (Palm Beach County, F.D.O.T., Florida State, etc.).
- Planning, CAB, Zoning, Environmental, and Engineering approvals complete, with requirements met.
- Building systems (structural, electrical, plumbing, mechanical) almost 100% complete and City inspected.
- Fire Protection systems almost 100% complete and approved by the Fire Official.
- Threshold and special inspector sign off letters approved by the City.
- Final termite certificate approved by the City.
- Final survey and elevation certificate approved by the City.
- Flood and/or FEMA/CCCL requirements met (flood resistant construction in place and inspected; verification of breakaway construction by the designer of record approved by the City, etc.)
- Hurricane protection in place and inspected.
- Sit work complete and handicap accessible.
- Payment of any required fees (Fire Assessment fees, all required permits paid for, etc.)
- Any required easements or ROW dedications completed and recorded.
- Release of lien, warranty, and maintenance bond for public improvements.
- Green Building Certification if required compliance must be up to date.

### What are the fees associated with a TCO?

The Temporary Certificate of Occupancy fee is non-refundable.

The fee is 1% of the total contract amount with a minimum of \$1,500.00 and a maximum of \$3,948.00.

### Is a TCO right for your project?

Minimum requirements to obtain a TCO differ based on the use of the structure.

Contact us at [BuildingPermits@MyBoca.us](mailto:BuildingPermits@MyBoca.us) or consult with an Inspector.