



**Application for Temporary Certificate of Occupancy (TCO)**

Job address \_\_\_\_\_

Building permit number \_\_\_\_\_

Requested occupancy date \_\_\_\_\_

Requested TCO inspection date \_\_\_\_\_

Occupancy type \_\_\_\_\_ Occupancy load \_\_\_\_\_

Project name \_\_\_\_\_

**Note: Please read all instructions and fill in all portions of this application.  
All fees must be paid in order for the Temporary Certificate of Occupancy to be issued.  
The application must be submitted seven (7) days prior to occupancy date.**

Upon written application by the permit number, the Building Official may issue a temporary certificate of occupancy for a building or structure or a portion thereof, other than a single family residence, providing the building or structure is 90% complete and that all code requirements for sanitary facilities, means of egress, fire resistive separation, fire prevention and protection, structural adequacy and public safety, including adequate barricading of the work areas from the work area or areas to be occupied, have been inspected and approved by the Building Official and the Fire Chief. This application for a temporary certificate of occupancy shall be accompanied by the following documents.

- A detailed description of the work that will not be complete on the requested occupancy date.
- A letter from the owner or tenant who will be occupying the building or structure, or portion thereof during the conditional occupancy acknowledging that only a temporary certificate of occupancy will be issued, that physical occupancy by them is voluntary and that if the permit holder fails to complete the building or structure, or portion thereof, and obtain a permanent certificate of occupancy within 90 days they will be required to vacate the premises.
- Temporary Certificate of Occupancy is a non-refundable fee. The 1% of total contract amount (minimum \$1,500.00, maximum of \$3,948.00)
- If a permanent certificate of occupancy is not obtained 90 days a \$3,948.00 fee will be automatically assessed and by inspection the Building Official and Fire Chief will determine if continued occupancy is authorized. There will be no further extensions.
- A business tax receipt, where applicable.

## Application for Temporary Certificate of Occupancy (TCO)

I \_\_\_\_\_ (please print) am the licensed contractor and main permit holder of record who supervised the construction of work and am authorized to make this foregoing application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

If the applicant does not sign this application before the Building Official or his representative, the signature must be notarized.

State of Florida

County of \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ to me well known and known to me to be the person who described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed witness my hand and official seal this \_\_\_\_\_ day \_\_\_\_\_ of, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida

\_\_\_\_\_  
My Commission expires

---

### For Official Use Only

**This executed form must be on site at the time of inspection.**

Required inspections to be signed off by the inspector:

Building TCO \_\_\_\_\_

Plumbing TCO \_\_\_\_\_

Fire TCO \_\_\_\_\_

Engineering TCO \_\_\_\_\_

Electrical TCO \_\_\_\_\_

Environmental TCO \_\_\_\_\_

Mechanical TCO \_\_\_\_\_

Planning/Zoning TCO \_\_\_\_\_

TCO Inspections date: \_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

---

**When all inspections are complete and signed off, please return/email the completed form to the Permits and Customer Service Manager at [NJames@MyBoca.us](mailto:NJames@MyBoca.us) or call 561-544-8523 for an approved Temporary Certificate of Occupancy.**