

# **CERTIFICATE OF OCCUPANCY/COMPLETION FLORIDA BUILDING CODE**

## **TEMPORARY CERTIFICATE OF OCCUPANCY/COMPLETION**

### **DOCUMENTATION REQUIREMENTS AND INSTRUCTIONS**

The following to be furnished by the contractor or owner builder:

#### **By the CONTRACTOR:**

1. Certificate of EPL Display card (if applicable)
2. Insulation Certificate (if applicable)
3. Fire Penetration Certificate (for duplex, multi-residential and commercial projects.)
4. Permit cards

***PROCEDURES FOR CERTIFICATE OF  
OCCUPANCY/COMPLETION  
OR  
TEMPORARY CERTIFICATE OF  
OCCUPANCY/COMPLETION***

Please take the appropriate steps below to process your C.O.

- Step 1:* Make sure all required inspections and paperwork are completed.
- Step 2:* Obtain print out of screens 35 and 37 from any clerical pool.
- Step 3:* See your Structural Inspector to review paperwork/package.
- Step 4:* Once everything is final and completed, see C.O. Coordinator for fees amount and C.O. Certificate.

**Notes:**

- **Additional documents required for Temporary Certificate of Occupancy. Applications must be signed by the trade inspectors and Section Chief. Please inquire regarding separate fees for TCO.**
- **All legal documents prepared by any professional must be sealed and signed.**
- **All separate permit items must be processed and completed prior to final inspection. (Only if linked to Master Permit)**
- **Notify Electrical Department for electrical service connection.**
- **Certificate of Occupancy/Temporary Certificate of Occupancy and Certificate of Completion/Temporary Certificate of Completion will be process between 8:30 A.M. and 9:00 A.M. ONLY!!!!**  
**The actual certificate will be issued after 1:00 p.m.**

***PROCEDIMIENTOS PARA SOLICITAR  
CERTIFICADO OCUPACIONAL, CERTIFICADO  
DE OBRA COMPLETA  
O  
CERTIFICADO OCUPACIONAL TEMPORARIO.***

Por favor siga los siguientes pasos para procesar el C.O.

- Paso 1:* Este` seguro que todos los papeles **necesarios** esten completos.
- Paso 2:* Obtenga, de cualquier secretaria, una copia de las pantallas **35** y **37**.
- Paso 3:* Acudaa la Seccion de Estructuras entre las **8:00** A.M. y **9:00** A.M. para la revision final.
- Paso 4:* Una vez finalizado el proceso, vea al Coordinador de C.O. para que le informe sobre la cantidad de su pago y le otorgue el Certificado Ocupacional.

**\*\*\*\*Certificado Ocupacional y el Certificado de Obra Completa seran otorgados de 8:30 A.M. a 9:00 A.M.**

**SOLAMENTE!!!!**

## NEW PACKAGE



### CITY OF MIAMI BUILDING DEPARTMENT

#### TEMPORARY CERTIFICATE OF OCCUPANCY / APPLICATION INSTRUCTIONS

Before applying for a Temporary Certificate of Occupancy (TCO), be sure the following steps are followed in the order of listed:

#### Administration Building

1. Fill out the first page of the TCO application completely and sign it.
2. Submit the signed TCO application to the Certificate of Occupancy Coordinator. Bring any record of final inspections for verification to the Certificate of Occupancy Coordinator. All Completion Holds must be released from the computer prior to TCO application.
3. The Department of Environmental Resources Management (DERM) may approve the Temporary C.O. prior to issuance.
4. Take the application to the jobsite and call those inspectors that have not given a final approval must sign for temporary approval where indicated on the form and on the building permit card. This information must also be entered in the computer the same day the inspection is completed.
5. After all Temporary approvals have been obtained, submit this form to the Certificate of Occupancy Coordinator in the Administration Building for the TCO. The Coordinator will verify if all of the required approvals have been signed on the permit card and entered in the computer.
6. After the C.O. Coordinator confirms that all of the required inspections have been approved, the permit holder will personally contact each trade chiefs to obtain his or her signature for the initial TCO.
7. The permit holder must then submit all of the required approvals from the trade chiefs and the hold harmless letter to the C.O. Coordinator. The Building Official will approve the documents for a TCO. The C.O. Coordinator will contact Florida Power and Light once the TCO is issued. The above procedures will also apply to requests for extensions.

## **NEW PACKAGE**

- 8. Before the expiration date of 90 days or the projected completion date, the contractor must obtain final inspections so that the tenant can obtain the Final Certificate of Occupancy.**
- 9. A re-inspection fee will be assessed if the trade's inspector cannot approve the inspection.**
- 10. An Extension to the Temporary CO may be granted if justifiable. A one time extension requires the approval of the Chief of Trades Inspector. Final Certificate of Occupancy must be issued or the extension granted by the Chief Trades Inspector prior to the expiration of the TCO. The Board of Rules and Appeals must approve any further extension prior to the expiration of the TCO. Board of Rules and Appeals approval may take 4 to 6 weeks. Allow adequate time to apply and obtain approval from the Board prior to the expiration of the extension of the TCO.**

**FOR INSPECTION SERVICE CALL FROM 9:00 AM TO 4:00 PM, THE DAY BEFORE THE INSPECTION IS NEEDED.**

### **FEES**

**Fees for final C.O. will be charged in accordance with City Ordinance #10608, which also states the fees required for extensions. In order to facilitate occupancy prior to obtaining all final approvals, a TCO may be issued in accordance with Section 307.4 of the Florida Building Code.**

**NEW PACKAGE**

**CITY OF MIAMI  
BUILDING DEPARTMENT**

**APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY  
(90 DAYS ONLY)  
TEMPORARY ELECTRICAL POWER AGREEMENT**

Jobsite Address: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Description of work: \_\_\_\_\_

**Please read attached instructions and the outstanding work, listed below, which is to be completed within 90 days in order to receive all final inspections, and a permanent Certificate of Occupancy.**

\_\_\_\_\_  
\_\_\_\_\_

Projected completion date of all work \_\_\_\_\_. As stated in the Florida Building Code, is to certify that the building complies with said section pertaining to Temporary or Partial Certificate of Occupancy, and that the applicant is aware of the requirement to final and obtain permanent Certificate of Occupancy as described in the attached instructions, prior to the expiration of the Temporary Certificate of Occupancy applied for here.

Contractor: \_\_\_\_\_

	Print Name	Phone #	Signature
State of Florida			
County of Dade			

Sworn and subscribed to before on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

**I understand that my execution of this application and agreement includes authorization from me to the City of Miami, Building Department to order, without notice to me, Florida Power and Light Utility Company to disconnect electrical power to the property upon failure to obtain all final inspections, and a Permanent Certificate of Completion within (90) days of the date of this application or projected completion date of work, whichever comes first.**

Tenant Name: \_\_\_\_\_ Tenant Signature: \_\_\_\_\_

Address: \_\_\_\_\_

State of Florida  
County of Dade

Before me the undersigned authority, personally appeared \_\_\_\_\_ (tenant) who after being duly sworn, under oath depose(s) and say(s) that his/she have signed the foregoing request.

Sworn and subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

**NEW PACKAGE**

Owner Name: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Address: \_\_\_\_\_

State of Florida  
County of Dade

Before me the undersigned authority, personally appeared \_\_\_\_\_ (owner) who after being duly sworn, under oath depose(s) and say(s) that his/she have signed the foregoing request.

Sworn and subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
N otary Public

Record Verification Made by: \_\_\_\_\_ Date: \_\_\_\_\_  
C.O. Processor

Inspectors must verify outstanding work listed and verify all code provisions relating to public safety have been met prior to granting temporary approval. The permit card must be signed for a Temporary C.O. and the information entered in the computer. Final approvals must be signed on the permit card and submitted at the time of application.

**IMPORTANT:** Extending to the Temporary Certificate of Occupancy must be approved and signed by a Trade Chief. Further extensions must show approval by the Board of Rules and Appeals.

<u>Section or Dept.</u>	<u>Initial</u> <u>TCO</u>	<u>Trades Chief</u> <u>Approval</u>	<u>1<sup>st</sup> Ext.</u>	<u>Trades Chief</u> <u>Approval</u>
Building	_____	_____	_____	_____
Electrical	_____	_____	_____	_____
Plumbing	_____	_____	_____	_____
Mechanical	_____	_____	_____	_____
Gas	_____	_____	_____	_____
Boiler	_____	_____	_____	_____
Elevator	_____	_____	_____	_____
Fire	_____	_____	_____	_____
Zoning (NET Adm)	_____	_____	_____	_____
P.W. (NET Adm)	_____	_____	_____	_____
Other	_____	_____	_____	_____

Board of Rules and Appeals for further extensions: \_\_\_\_\_

**AUTHORIZATIONS**

Florida Building Code states:  
The Temporary and/or Partial Certificate shall be issued for a limit period not to exceed ninety days, but may be extended for an additional ninety days (90) at the discretion of the Building Official, if, in his opinion, such extensions shall be granted without the approval of the Board of Rules and Appeals.

