MIAMI LAKES
Growing Beautifully

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TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION (T.C.O)

Please be advised that the TCO expiration date is based on conditions from Miami-Dade County Fire Dept.

Date: _____ Folio#: 32-_____

Master Building Permit #: _____ Square Footage of Space: _____

Miami-Dade Municipal Process#: _____ Miami-Dade Municipal Permit#: _____

Contracting Company: _____

Owner/Tenant: _____

Lot: _____ Block: _____ Subdivision: _____

Street Address: _____

Signature of applicant verifies the above information is true and correct. The Temporary Certificate of Occupancy is issued to the above named for building at the above location only upon the express provisions that the applicant will be able by and comply with all conditions of the Zoning ordinances and all ordinances of the Town of Miami Lakes and/or Florida Building Code pertaining to erection, construction or remodeling of buildings or structures. This also certifies that the electrical wiring and or equipment, and the plumbing work has been inspected and approved.

_____ _____

Print Name of Applicant or Qualifier **Signature of Applicant or Qualifier**

FOR OFFICE USE ONLY

TCO Number: _____ **Fee:** _____

Expiration Date: _____ **Technology Fee:** _____

Approved Use for Occupancy: _____ **Total:** _____

Remarks: _____

Building Official/Designee: _____

Inspections:

Zoning	**Yes/No**	**Plumbing**	**Yes/No**
Building	**Yes/No**	**Fire Sprinkler**	**Yes/No**
Electrical	**Yes/No**	**Fire**	**Yes/No**
Mechanical	**Yes/No**		

Generic TCO/TCC Request Instructions

The following section is a generically worded set of instructions provided to aid the contractor in preparing their request for a TCO/TCC or extensions. Each Building Official may customize the wording below to conform to their municipality's requirements. Each contractor will prepare a written request on their company letterhead providing the information in the instructions below.

INSTRUCTIONS FOR PREPARING A TCO/TCC REQUEST

A TCO/TCC is requested when the majority of the construction is completed and only minor issues remain. The job must comply with all American with Disabilities Act (ADA) and life safety requirements. A written request must be submitted to the attention of the Building Official, **<Name>**. The letter must be typed on the General Contractor Company's letterhead and it must bear the signature of the qualifier. Requests will not be considered without the following information:

1. Include the permit number and job address.
2. State the reason for the request. Applicant must show a hardship.
3. Identify the specific area(s) included for request, if job is being completed in phases.
4. State the issues that are pending for final CO/CC approval.
5. State the number of days that you would like your request for.
6. Include a contact name and telephone number.
7. Include the following sentence: "We hereby hold harmless and release the City of **<Your City>** Building Department and Miami-Dade Fire Department from any liability that may arise during the use of designated areas in the aforementioned facility while under the limitation of the Temporary Certificate of Occupancy."
8. Include the following sentence: "We hereby certify that all means of egress shall be kept clear and accessible and that all life safety systems will be maintained and operable at all times while the building is being occupied."

Requests may be made in person, by fax **<Your fax number>**, or via e-mail to **<Your email address>**. If submitting via e-mail, the letter must be scanned in order to show the qualifier's signature. Requests will not be accepted without the qualifier's signature.

Once reviewed, we will call the contact person and inform that person of the result. If approved, we will advise you of the fee and schedule the necessary inspections. It is the responsibility of the contractor to request TCO/TCC inspection(s) from the Fire Department if a fire final has not been obtained. A copy of the approved final fire inspection from the Miami-Dade Fire Department must be at the job site at the time of inspections. If you have any further questions, please feel free to contact **<Department representative>** at **<Your phone number>**.

Guidelines for using and completing the Uniform Municipal TCO/TCC Inspection Reporting Form

The Uniform Municipal TCO/TCC Inspection Reporting Form is used to collect the approval signatures of those trades required for TCO/TCC issuance. The form is issued by the Building Department to the contractor only after a request for a TCO/TCC has been approved by the Building Official.

Prior to releasing the form to the contractor, an authorized Building Department employee shall validate Section 1 of the form by including the name, signature, and date of the employee. The validation indicates that the TCO/TCC request has been approved by the Building Official and that inspections are authorized. The authorized employee shall also indicate the required inspections by checking the appropriate trade(s). Trades that have achieved a Final Inspection do not need to conduct a TCO/TCC inspection. For those municipalities requiring additional agencies for TCO/TCC approvals, an "Other" line has been provided for flexibility. This form may be modified by those municipalities whose procedures vary; however, the form should retain the same general format adopted by consensus.

All required inspection personnel shall sign their approvals for a TCO/TCC in Section 2 of this form regardless of other procedural requirements for annotating approvals. The contractor may be required to take this form to the Fire Department for approval by an authorized supervisor.

Once all required approvals have been obtained, the contractor shall submit the form back to the Municipal Building Official for review. The Building Official will review approvals, any conditions, and issue the certificate for a specific period of time. The Building Official shall sign and date the release of the TCO/TCC in Section 3 of the form. The "1st TCO/TCC" checkbox will mark the initial or first certificate issued. Subsequent TCO/TCC extensions will be identified by checking the "Extension" box. The duration period for a TCO/TCC certificate and extensions, if any will be specified on the appropriate line.

The form contains general TCO/TCC conditions and a line for specifying any other condition set by the Building Official. This form may be entered into the records of the Building Department. The Building Department will also monitor the expiration of the TCO/TCC.

Extensions for a TCO/TCC may be considered by the Building Official upon written request from the contractor, in which case a new Uniform Municipal TCO/TCC Inspection Reporting Form will need to be used to record another round of inspections.