



UNIFORM MUNICIPAL TCO/TCC INSPECTION REPORTING FORM

Master Permit No. _____ Miami-Dade County
 from Municipality: _____ Municipal Permit No. (MBLD): _____

Job Address: _____ Unit: _____ Project Name: _____

Qualifier 's Name: _____ Qualifier 's Phone: _____ Email: _____

Owner's Name: _____ Owner's Phone: _____ Email: _____

This Uniform Municipal TCO/TCC Inspection Reporting Form is used to gather trade approvals for Temporary Certificate of Occupancy (TCO) or Completion (TCC). Once validated by the Municipal Building Department personnel, the form must be present at the job site for the field inspectors. When all approvals have been obtained, take the signed form back to the Municipal Building Department for TCO/TCC issuance.

1 Form Validated by _____ Date: _____
 Bldg Dept Personnel: Print Name _____ Signature _____

2 All "Required" TCO/TCC inspections indicated below must be signed "Approved" before certificate issuance.

Req'd.	Trade	Inspector's Name	Approval Signature	Date	Comments
<input type="checkbox"/>	Building				
<input type="checkbox"/>	Electrical				
<input type="checkbox"/>	Fire				
<input type="checkbox"/>	Mechanical				
<input type="checkbox"/>	Plumbing				
<input type="checkbox"/>	Public Works				
<input type="checkbox"/>	Zoning				
<input type="checkbox"/>	Other				

Important Note: The TCO/TCC is not valid and building and/or space may not be occupied unless signed by the Building Official. Occupying the building and/or space without obtaining a TCO/TCC issued by the Municipal Building Department is prohibited and is in violation of the Florida Building Code Section 110.3.

3 Building Official's Approval: _____ Date: _____
 1st TCO/TCC Extension TCC/TCO Duration: _____

Conditions of TCO/TCC:

- If Master Permit expires, the TCO/TCC will automatically be revoked and the space must be vacated.
- A TCO/TCC may be revoked if any action by the contractor, owner or tenant creates any code violation affecting the proper occupancy of the area.
- Any TCO/TCC that expires without renewal or has been revoked can result in a notice of violation, civil violation and/or disconnection of utility services.
- Other conditions: _____



6601 Main St • Miami Lakes, Florida, 33014
Office: (305) 827-4015 • Fax: (305) 558-9884
Website: www.miamilakes-fl.gov

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		

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, **Richard Annese**. 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 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 the request for.
6. Include a contact name, telephone number, and email address.
7. Include the following sentence: *"We hereby hold harmless and release the Town of Miami Lakes 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."*

Request may be made in person or via email to buildingdepartment@miamilakes-fl.gov. If submitting via email, 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 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 the Building Department at 305-827-4015.

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 I 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 Final Inspections 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.