

COMPANY OWNER'S LETTERHEAD

FIRE TCO REQUEST

Example

Date: _____

Miami-Dade Fire Rescue
Fire Prevention Division
New Construction Bureau
11805 S.W. 26th Street, Suite 105
Miami, Florida 33175

Re: Request for Fire Temporary Certificate of Occupancy

Miami Dade Fire Permit # _____
Name of Municipality Permit # _____
Business Name; Business Address
Business City, State ZIP

To Fire Prevention Officer In Charge:

Please accept this correspondence as a formal request for Fire Temporary Certificate of Occupancy of the above referenced job previously inspected and approved for TCO by **(insert inspector's name and date)**.

This request is for **(commencement of regular business including retail sales to the public, tenant closing, plan revision or whatever is applicable)**. We are requesting **(insert length of time)** for the TCO, and within this time, every attempt will be made to obtain the Final CO. If the Final CO is not obtained; another Fire Inspection and Request for TCO Extension will be obtained.

During this time all means of egress shall be kept clear and accessible, and all life safety systems will be maintained and operable at all times. **(Insert Business Name)** will "Hold Harmless" and release the Miami-Dade Fire Rescue Department from any liability that may occur from the occupancy during the TCO period.

Respectfully,

Signature
Printed Name

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

On this _____ day of _____, 20_____, personally appeared before me _____, who, after being duly sworn and deposed, upon oath, executed the foregoing Agreement and acknowledge the contents thereof to be true and to be used for the purposes therein mentioned. Personally Known or Produced Identification .

NOTARY PUBLIC (seal)

TCO STATUS FORM MUST BE ATTACHED