Building & Neighborhood Compliance
Herbert S. Saffir Permitting & Inspection Center
Permit Records Section
11805 SW 26th Street (Coral Way)
Miami, Florida 33175-2475
Phone (786) 315-2100 FAX (786) 315-2913

www.miamidade.gov

APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY

Before submitting an application for Temporary Certificate of Completion (TCC) or Occupancy (TCO) be sure the following steps are complied with:

1. Complete the Temporary Certificate of Completion (TCC) or Occupancy (TCO) application including the notarized signatures of the qualifying agent and the property owner.

2. Provide the building permit number to the Building Permit & Occupancy Representative who will verify all trade permits have been obtained and will indicate those categories that have not been finalized and the completion holds that have not been released. Trade permits must be obtained for the application to be accepted.

3. The completed original TCC or TCO application must be at the jobsite for the inspectors to sign. Request the required pending inspections by calling Voice Response at (305) 591-7966, Permit Records Section at (786) 315-2100, or online at **www.miamidade.gov/bldg**. To request an inspection you need your permit number(s) and three-digit inspection type. For TCC inspection type use 061, and for a TCO inspection type use 030. Requests must be done before 4:00 p.m. the day before the inspection is needed.

4. Obtain release final or temporary of all completion holds for residential TCC or TCO. For commercial buildings Fire Department completion holds must have final or temporary release.

5. Once all inspections are finalized or approved for TCC or TCO and completion holds have been resolved, submit the TCC/TCO application form to the Permit Records Section.

6. After the TCC or TCO is obtained, the release for power authorization is faxed to Florida Power & Light (FPL). Scheduled times for power release is 8:30 a.m. and 2:30 p.m.

7. For South Florida Building Code (SFBC) permits, a TCC/TCO application is valid for 90 days.

   For Florida Building Code (FBC) permits, a TCC/TCO application remains valid as long as the permit is active. Prior to the expiration date, final inspections and a permanent Certificate of Occupancy or Certificate of Completion must be obtained. If finals cannot be obtained prior to the expiration, you may apply for an extension to the TCC/TCO. Please follow the above referenced instructions.

8. 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.

9. Any TCO/TCC that expires without renewal has been revoked and can result in a notice of violation, civil violation and/ or disconnection of utility services.

Note: For South Florida Building Code permits the 3rd temporary certificate issued will need the Board of Rules and Appeals (BORA) approval before the application is accepted. Contact BORA at (786) 315-2573.

APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY

LOCATION ADDRESS: _____ UNIT # _____

SHELL PERMIT # _____ INTERIOR PERMIT # _____

REASON FOR TEMPORARY CO: List below all outstanding work which is to be completed in order to receive all final inspections and a permanent Certificate of Completion or Occupancy. Indicate if outstanding work is for shell or interior.

_____

_____

Projected completion date of work ____/____/____ Today's date ____/____/____

Note: Please read all instructions and fill in all portions of this application. This application must be submitted to the Building and Neighborhood Compliance Department Permit Records Section and fees must be paid in order for the Temporary CC, CO or extensions to be issued.

CONTRACTOR'S AFFIDAVIT: This is to certify that I am aware of my responsibility to obtain all Final Inspections and to obtain the required permanent CC/CO or an extension of the Temporary CC/CO as described in the attached. Sanctions against my license may be imposed for failure to obtain all necessary finals and the Permanent Certificate of Completion or Occupancy.

COMPANY NAME: _____

QUALIFIER: _____
(Print Name)

X _____
(Qualifier's Signature)

CC# _____

TELEPHONE ( ) _____-_____

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____

Day of _____, 20_____

(SEAL) _____

Personally known ❑ or produced identification ❑

type of identification _____

X _____
(Notary Signature)

OWNER AFFIDAVIT

I UNDERSTAND THAT MY EXECUTION OF THIS APPLICATION AND AGREEMENT INCLUDES AUTHORIZATION FOR THE MIAMI-DADE COUNTY BUILDING AND NEIGHBORHOOD COMPLIANCE DEPARTMENT TO ORDER, WITHOUT NOTICE TO ME, FLORIDA POWER & LIGHT COMPANY OR ANY OTHER ELECTRIC UTILITY COMPANY TO DISCONNECT ELECTRICAL POWER TO THE PROPERTY UPON FAILURE TO OBTAIN ALL FINAL INSPECTIONS AND A PERMANENT CO. I FURTHER UNDERSTAND THAT FAILURE TO OBTAIN FINAL INSPECTIONS AND A PERMANENT CO WILL RESULT IN A TICKET BEING ISSUED.

_____
(Signature of Owner)

Print Name: _____

Address: _____

_____

Phone (**)** _____-_____

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____

Day of _____, 20_____

(SEAL) _____

Personally known ❑ or produced identification ❑

type of identification _____

X _____
(Notary Signature)

IMPORTANT: Application must be executed and records verified by the Building and Neighborhood Compliance Department Permit Record Section before signed by inspector. See below.

Record verification made by: _____ ____/____/____
Building and Neighborhood Compliance Department Permit Record Section — Date

The inspector must approve those categories indicated below for temporary occupancy. Inspectors must verify outstanding work listed and verify that all code provisions relating to public safety have been met prior to granting temporary approval.

Permit # _____ Shell ❑ Interior ❑

CATEGORIES	SIGNATURE	DATE	COMMENTS
❑ Building	_____	____/____/____	_____
❑ Roofing	_____	____/____/____	_____
❑ Electrical	_____	____/____/____	_____
❑ Plumbing	_____	____/____/____	_____
❑ Mechanical	_____	____/____/____	_____
❑ Fire ..... COMPLETION HOLDS	_____	____/____/____	_____

THE FOLLOWING MUST BE RELEASED IN ORDER TO APPLY FOR TEMPORARY CO/CC:

❑ Public Works	_____	____/____/____	_____
❑ D.E.R.M.	_____	____/____/____	_____
❑ Zoning	_____	____/____/____	_____

❑ Board of Rules and Appeals required approved memo must be attached (for South Florida Building Code permits only)

❑ 1st TCO ❑ Extension ❑ BORA