



Temporary Certificate of Occupancy Request

The following are the policies and procedures for a Temporary Certificate of Occupancy:

1. The approval of a Temporary Certificate of Occupancy (TCO) is at the discretion of the Jurisdiction.
2. Only the contractor or their authorized agent can request and obtain a TCO.
3. Up to one week may be required for the review of the TCO request.
4. One and two-family dwelling projects are not eligible for TCO requests.
5. A TCO will only be issued when the structure is deemed to be safe to occupy and all required inspections of structural, mechanical, electrical, plumbing, gas, and fire systems have been approved.
6. All life safety issues must be completed and approved prior to the issuance of a TCO.
7. All paving, grading, and drainage must be complete.
8. On threshold buildings, all threshold inspection reports must be provided.
9. Phased projects require each phase meet all the standards listed, and the phased concept must have approval from the Building Official in advance.
10. A TCO shall be granted for a limited duration of time.
11. The use of the building must be in strict accordance with the conditions of the TCO approval.
12. A TCO shall not be construed as permission to occupy any portion of the structure other than that portion described in this document.
13. A TCO may be suspended or revoked if deemed necessary by the Building Official.
14. A TCO is issued in 30 day increments at a rate of \$90 for each 30-day period or a portion thereof.
15. Extensions will be considered on a case by case basis.
16. Any TCO that expires without renewal will result in a notice of violation and/or a stop work order.
17. All sections of the request form must be completed (project information, duration of request, explanation of request, and contractor affidavit).
18. Completed forms shall be emailed to dsem_records@leoncountyfl.gov

Permit No: _____ Name of Project: _____

Project Address: _____

Contractor Name: _____ Contractor Phone No: _____

Owner Name: _____ Owner Phone No: _____

- First Request
- Extension Request

Requested Duration of TCO:

- Up to 30 Days (\$90)
- Up to 60 Days (\$180)
- Up to 90 Days (\$270)
- Up to 120 Days (\$360)
- Up to 150 Days (\$450)
- Up to 180 Days (\$540)

Explanation of Request:

In the box below, explain in detail all reasons why a TCO is necessary. If this is a phased project, explain which phase or phases are included in this TCO request. Additionally, list all outstanding items to be completed prior to the issuance of the permanent Certificate of Occupancy.

Contractor's Affidavit:

Company Name: _____ License No: _____

Address: _____

Phone No: _____ Email: _____

I, _____, contractor listed on permit No. _____, do hereby acknowledge that I am aware of the conditions of this Temporary Certificate of Occupancy and my responsibility to obtain all final inspections and to obtain the permanent Certificate of Occupancy or an extension of the Temporary Certificate of Occupancy as expressed herein.

Contractor's Signature: _____ Date: _____
(Must be signed by the license holder)

**STATE OF FLORIDA
LEON COUNTY**

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Notary Public Signature

(SEAL)

Printed Name