

CITY OF NORTH PORT
Development Services Department
4970 City Hall Boulevard
North Port, FL 34286

Phone (941) 429-7044

Email: bldginfo@northportfl.gov

Fax (941) 429-7180

CERTIFICATE OF OCCUPANCY/TEMPORARY CERTIFICATE OF OCCUPANCY
PROCEDURE

The Building Official will rely on the inspection process to determine if the site and structure is substantially complete and safe for the OWNER / TENANT use.

As per the Florida Building Code, “a Temporary Certificate of Occupancy (TCO) may be issued for a portion or portions of a building which may be safely occupied prior to final completion of the building.” Justification for the request must be approved, and the building must be deemed safe for occupancy prior to the issuance of a TCO. The Building Official or other designated representative shall have the discretion to issue a TCO based upon circumstances of hardship. **Hardship** shall be defined for the purposes of this policy to mean circumstances beyond the permit holder’s control and/or not a result of said person’s action or inaction.

Note: to process the TCO, the contractor will contact all city departments involved in the construction process and ask them to note in the computer if they approve a TCO

When all final inspections have been **scheduled and resulted**, a Temporary Certificate of Occupancy (TCO) may be issued to the Contractor of Record provided the impact fees have been paid in full and the Fire TCO inspection has been **approved** by the Fire Marshal.

A Certificate of Occupancy shall be issued when all inspections and conditions listed on the TCO have been met.

TCO Fees to be collected:

\$200.00 for the first 30-day period

\$400.00 for the second 30-day period

\$600.00 for the third 30-day period

\$900.00 for each additional 30 period until the CO is issued.

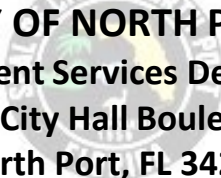
Project

Permit No.

Applicant Signature

Applicant Name (Please Print)

Date



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CHECKLIST FOR A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

- All Building inspection(s) have been resulted as “AP” or have notes stating it’s okay for TCO (*This will include Building, Plumbing, Mechanical, and Electrical*)
- Fire sprinklers and alarms installed, inspected, and resulted as “AP” or have notes stating it’s approved for TCO
- All Zoning inspection(s) have been resulted as “AP” or have notes stating it’s approved for TCO
- All Public Works inspection(s) have been resulted as “AP” or have notes stating it’s approved for TCO
- Public Works as-built have been submitted, reviewed, and approved
- All Planning requirements have been met and approved. *As-built are required to be completed and submitted at this time.*
- All Arborist inspection(s) have been resulted as “AP” or have notes stating it’s approved for TCO
- Private Provider – per Fla.Stat. 553.791 (12) provide a signed and sealed certificate of compliance
- Fire Final for TCO has been resulted as “AP”
- Impact fees have been paid with a check

If any department needs to have any additional information and/or plans, they will indicate this in the permitting system.

After completing the checklist above, the Contractor must submit two (2) original request letters on the General Contractor’s letterhead, signed by the Qualifier. Please include the following information on the Temporary CO request:

- Permit number
- Property address
- Purpose of the TCO example: “To Fully Occupy”
- List the permit numbers, describe all outstanding conditions, and why they are not complete at this time
- Expected date of completion

The following items must be submitted along with the TCO request letters:

- Original Certificate of Insulation (regardless of what type of insulation is used)
- Energy Level Display Card- **(Residential Buildings Only)**
- Original Certificate of Final Soil Treatment for Termite Protection
- Elevator Inspection Report-(If applicable)
- Signed and sealed Certificate of Compliance from special inspector required per FBC 109.11.7 for all projects that have a special inspector.
- Envelope Leakage Test Report (Blower Door Test)
- Final survey and elevation certificate