



TOWN OF BAY HARBOR ISLANDS  
BUILDING DEPARTMENT  
9665 BAY HARBOR TERRACE  
BAY HARBOR ISLANDS FL 33154  
OFFICE 305-993-1786

## TCO/TCC APPLICATION

It has been determined by the Building Official that a Certificate of Occupancy will be required. In order to expedite that requirement, please complete and return to us the required documents signed sealed and notarized if applicable together with a signed sealed copy of your final survey and Elevation Certificate.

This office must receive these documents five (5) business days prior to the time the Certificate of Occupancy/Certificate of Completion is required. All required inspections will then be scheduled within this five (5) business day's period.

If your project includes any deadlines, which must be met, this office should be contacted at least five (5) business days prior to that date so that we can address any problems that may impact the completion of the job.

**PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL APPLICABLE CONTRACTORS ARE PREPARED FOR THEIR FINAL INSPECTIONS.**

Your consideration will insure a minimum of delays in this issuance of your Certificate of Occupancy.

**NOTE:** A Certificate of Occupancy cannot be issued if the structure does not match the approved plans on file in this office and all permit cards and inspection history must be submitted with this package, do not leave any blank spaces.

### **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, Osvaldo Diaz. The letter must be typed on a 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 the request, if the job is being completed in phases.
4. State the issues that are pending for final CO/CC approval.
5. State the number of days that you would need for the request.
6. Include a contact name and telephone number.
7. Include the following sentence: "We hereby hold harmless and release the 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 or Temporary Certificate of Completion."
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."

Once reviewed, we will call the contact person and inform that person of the results. 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 inspection from the Miami-Dade Fire Department must be at the jobsite at the time of inspection.



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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: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

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

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

2

Req'd.	Trade	Inspector's Name	Approval Signature	Date	Comments
D	Building				
D	Electrical				
D	Fire				
D	Mechanical				
D	Plumbing				
D	Public Works				
D	Zoning				
D	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.

Building Official's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

3 D 1<sup>st</sup> TCO/TCC D 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: \_\_\_\_\_



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WE REQUIRE THE FOLLOWING INFORMATION TO DETERMINE CERTIFICATE OF OCCUPANCY

1. OWNER/TENANT/LESSEE: \_\_\_\_\_
2. APPLICANT NAME: \_\_\_\_\_
3. CONTACT TEL NO.: \_\_\_\_\_
4. PERMIT NO.: \_\_\_\_\_
5. PREVIOUS USE: \_\_\_\_\_
6. NO. OF UNITS: \_\_\_\_\_
7. CURRENT USE: \_\_\_\_\_
8. IMPACT FEES: \_\_\_\_\_
9. VALUE OF WORK: \_\_\_\_\_
10. TOTAL AREA (SQ/ FT): \_\_\_\_\_
11. OCCUPANCY LOAD: \_\_\_\_\_
12. AUTO SPRINKLER SYS: \_\_\_\_\_
13. EFFECTIVE FL BLDG CODE: \_\_\_\_\_
14. DESCRIPTION OF STRUCTURE TYPE OF WALLS & MAIN ROOF:  
\_\_\_\_\_
15. TYPE OF CONSTRUCTION (please select only one & specify)
  - a) Type I -  A or  B
  - b) Type II -  A or  B
  - c) Type III -  A or  B
  - d) Type IV
  - e) Type V -  A or  B
16. OCCUPANCY CLASSIFICATION (please select only one & specify)
  - a) Assembly: Groups A-1, A-2, A-3, A-4, A-5
  - b) Mercantile: Groups M
  - c) Business: Group B
  - d) Residential: Groups R-1, R-2, R-3, R-4
  - e) Factory and Industrial: Groups F-1 or F-2
  - f) Storage: Groups S-1, S-2
  - g) Educational: Group E
  - h) Utility & Miscellaneous: Group U
  - i) Institutional: Groups I-1, I-2, I-3
  - j) Day care: Group D
  - k) High Hazard: Groups H-1, H-2, H-3, H-4, H5

NOTE: DO NOT LEAVE ANY BLANK SPACES AND SPECIFY,  
ALL ORIGINAL PERMIT CARDS MUST BE SUBMITTED WITH THIS PACKAGE.