

CITY OF FLORIDA CITY
 Building and Zoning Department
 404 West Palm Drive Florida City, FL 33034
 305-247-8222

TCO PERMIT APPLICATION

IF SUBSIDIARY, PROVIDE MASTER PERMIT NUMBER HERE:

<p align="center">Location of Improvements</p> Address _____ Unit _____ Folio _____	<p align="center">Contractor Information</p> Cert.No. _____ Contractor Name _____ Qualifier Name _____ Qualifier SS _____ 999-99- _____ Address _____ City _____ St _____ Zip _____ Phone _____
<p align="center">Use of Property</p> Current Use _____ Description of Work _____ Value of Work _____	<p align="center">Owner Information</p> Name _____ Address _____ City _____ St _____ Zip _____ Phone _____
<p align="center">Architect/ Engineer</p> Name _____ Address _____ City _____ St _____ Zip _____ Phone _____	

Type of Improvements

() New Construction () Alteration Interior () Change of Contractor () Repair () Repair due to Fire () Renewal

2 COPIES OF A HARDSHIP LETTER MUST BE SUBMITTED WITH THE PERMIT APPLICATION

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for Building Electrical, Plumbing, Signs, Pools, Mechanical, Window, Shutters and Roofing work and there may be additional permits required from other governmental agencies.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate.

WARNING TO OWNER: If your job cost exceeds \$2500.00 you must file a Notice of Commencement with the Clerk of the Courts in Miami-Dade County. Failure to do so may result in you paying twice for ther improvements to your property. If you intrend to obtain financing, consult your attorney or lender before recording your Notice of Commencement.

Signature of Owner or Owner's Agent _____ Print Name _____ Sworn to and subscribed to me this ____ day of _____ 20____ Personally known () Produced Identification () Type of Identification Produced _____	Signature of Qualifier _____ Print Name _____ Sworn to and subscribed to me this ____ day of _____ Personally known () Produced Identification () Type of Identification Produced _____
---	---

Revision 3/2011

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, <Name>. The letter must be typed on the 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 request, if 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 like your request for.
6. Include a contact name and telephone number.

Include the following sentence: "We hereby hold harmless and release the City of Florida City 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."

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."

Requests may be made in person, by fax 305-242-8114, or via e-mail to b&z@floridacityfl.gov. If submitting via e-mail, the letter must be scanned in order to show the qualifier's signature. Requests will not be accepted without the qualifier's signature.

Once reviewed, we will call the contact person and inform that person of the result. 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 job site at the time of inspections. If you have any further questions, please feel free to contact Wesley Maltby, Building Official at 305-247-8222.