



TCO & TCC APPLICATION

(TCO) Temporary Certificate of Occupancy
(TCC) Temporary Certificate of Completion

Department of Community Development
1015 Cultural Park Blvd Cape Coral, FL 33990
Phone: (239) 574-0606
Email: CORequest@capecoral.gov

*Instructions and information are included
on pages 2 through 4 of the application.*

IMPORTANT!

Applicant to complete ALL applicable items. Please type or print clearly.

ALL FEES (including associated permits on parcel) MUST BE PAID PRIOR TO THE ISSUANCE OF TCO.

Permit # _____ Master/Shell Building Permit # _____

Commercial Project/Building Name: _____

Project Street Address: _____

Applicant Name: _____

Company: _____

Applicant Mailing Address: _____

City: _____ Zip Code: _____

Phone # _____ Alternate # _____

Email Address: _____

Reason why you are unable to request your Final CO? _____

***Intended Use:** (check one) Residential ☐ (Multi-Family) Commercial: ☐

Was there a Demolition? No ☐ Yes ☐ If Yes, Demolition Permit # _____

Space Previously Occupied? No ☐ Yes ☐

Building Owner: _____ **Phone #** _____

Tenant's Name: _____ **Phone #** _____

Building Use: _____ **Size of Tenancy:** _____ (sq. ft.)

Number of Floors to be Occupied: _____ **Which Floors Will be Occupied:** _____

Total Number of Stories: _____

Fire Sprinklers? No ☒ Yes ☒ If Yes, Full ☐ Partial ☐

Fire Alarm System? No ☐ Yes ☐

All new construction, Residential and Commercial, will require a final Certificate of Occupancy (CO). A (CO) will be issued when all construction is complete, and all building inspections are approved. In certain circumstances, a Temporary Certificate of Occupancy (TCO) and Temporary Certificate of Completion (TCC) may be approved (for Commercial projects only) when the majority of construction is complete and only minor issues remain.

☐ **Commercial TCO** – allows occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official will determine the duration for which the Temporary Certificate of Occupancy is valid.

☐ **Commercial TCC** – is proof that a structure or system is substantially complete and, for certain types of permits, is released for temporary use and may be connected to a utility system. This Temporary Certificate of Completion does not grant authority to occupy a building, such as shell building, prior to the issuance of a certificate of occupancy.

Conditions of TCO & TCC for City Inspected Permits and for Private Provider Inspected Permits:

1. Minimum processing time for applications (initial review) is three (3) business days. Completed applications may be dropped off or emailed to the address above. Granting TCO is based upon the approval of all departments and agencies that reviewed and approved the original building permit application. The fee for each TCO application is a non-refundable \$55, due, and payable prior to processing.
2. A notarized letter (on company letterhead and signed by the Licensed Qualifier) stating the detailed reason for the TCO request must be provided. If the TCO request is from an owner/builder (Commercial Projects Only), the notarized letter must be signed by the applicant. The TCO reason must be for a specific and significant hardship. TCO will not be allowed for reasons of convenience. A detailed description of the remaining work and a reasonable estimate of the timeframe for completion of all outstanding items must be included. The planned use of the building during the 30-calendar day period must be detailed and the following statement must be included: **“The City of Cape Coral will not be held responsible in any form for any damage or liability as a result of the issuance of the TCO.”**
3. TCO will only be considered when the structure is deemed to be safe to occupy prior to the issuance of a Certificate of Occupancy or Certificate of Completion. All required final inspections of structural, electrical, gas, plumbing, mechanical, and fire systems must be approved and in compliance with technical codes that were in effect at the time of permit application.
4. If applicable, backflow preventors must be installed, tested, and approved prior to approval for TCO. All Department of Health issues must be complete (well and septic).
5. All fees must be paid in full.
6. Upon approval of the submitted TCO request a structural inspection for the purpose of TCO will be conducted. An inspector will visit the site and inspect to ensure no life safety issues will be compromised by the issuance of a TCO. Barring any administrative issue, which would preclude the issuance of a TCO, the inspector will report to the CO Desk that the property is approved for a TCO as requested. Solid waste fees for the current month will be added and must be paid prior to issuance of the TCO. The CO Desk will prepare the TCO for signature by the Building Official and notify the permit holder when ready.

7. If issued, a TCO will be effective for a period of 30-calendar days only. An application for a commercial extension must be renewed by the applicant at least 3-business days prior to the TCO expiration date and all fees must be paid. An extension request is not guaranteed to be approved. It is unlawful to occupy a building for purposes other than construction without a current TCO or CO. TCO extension requests must be in letter form and contain the outstanding items and time frames for completion. Failure to receive a TCO extension will result in the immediate vacation of the building or structure. Utilities (electric and water) will be shut off at the Building Official's discretion for failing to vacate the use and occupancy of said building or structure. A Code Compliance order will be initiated resulting in enforcement action including, but not limited to, daily running fines.
8. The fee for a TCO Extension request is a non-refundable \$55 per 30-calendar day period, due and payable prior to processing. All department holds must have been released.
9. The building official is authorized to notify in writing, suspend or revoke a TCO or TCC whenever the certificate is issued in error or based on incorrect information supplied; or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the Florida Building Code. Notification can be done by letter or electronic correspondence via email provided on the application.

The following additional requirements, including the Fire Inspection Requirements listed below, apply to commercial property:

1. The Engineer of Record must provide a letter, signed and sealed, certifying that the site is safe and ready for occupancy, is substantially complete, and that it complies with all applicable codes protecting the health, safety, and welfare of the public. He or she must indicate the reason for the request and the timeframe for the completion of all outstanding items. In phased projects, each phase must be able to "stand alone" in the event subsequent phases are never built.
2. Where applicable, a receipt of a letter of acceptance from the FDOT (Florida Department of Transportation) accepting work done in the State right-of-way is required.
3. All construction debris must be removed from the project site or barricaded for public safety.
4. All paving, grading, drainage, and traffic control devices must be complete, including stabilization of all earthen berms as a part of the perimeter buffer.
5. Perimeter plantings, including any structural wall or fence, as part of the landscape buffer must be 100% complete where non-residential use abuts residential uses.
6. Any asphalt drive and parking lot must be ready to the "final lift". Concrete drive and parking lots must be complete. All traffic control striping must be complete including painting for drives and parking (final thermoplastic to be applied upon completion of final lift of asphalt). All signs installed for traffic control and parking must be installed.
7. All life safety and Americans with Disabilities Act (ADA) requirements, such as placement of sidewalks and handicap ramps, must be completed, inspected, and passed.
8. All stormwater facilities and outfall structures must be cleaned, free of debris, and must function.
9. All utilities infrastructure must be complete, including all easements submitted for review and all capacity fees paid.

10. Zoning must have completed its review and signed off on the “as-built” drawing for Lighting Plan, Parking, Use, and other compliance.
11. All code violations associated with the property must be resolved.

Fire Inspection Requirements:

1. All fire and life safety systems shall be inspected & operational prior to issuance of a TCO. The Cape Coral Fire, Rescue & Emergency Management Services Division of Life Safety can be contacted at 239-242-3264.

The following additional requirements listed below apply to conditions of a TCO for Private Provider inspected permits:

1. A private provider compliance report and a private provider final report card with any outstanding inspections listed but not signed off. If the building is not complete, the private provider’s final report card will need to include a TCO inspection conducted by the private provider firm to ensure no life safety issues will be compromised by the issuance of a TCO.

Under penalties of perjury, I declare that I have read the foregoing Instructions and information for Temporary Certificates of Occupancy and Temporary Certificates of Completion and that the facts stated in it are true. F.S. 92.525(c)(2)

(Signature of Owner)

(Signature of Contractor)

(Print Owner Name)

(Print Contractor Name)

(Date)

(Date)