



Temporary Certificate of Occupancy Application

POLICY:

As per 106.3 of the Florida Building Code Temporary Certificate of Occupancy (TCO) may be issued for a portion or portions of a building which may safely be occupied prior to final completion of the building. A Temporary Certificate of Occupancy (TCO) may be issued for a period of time specified by the Building Official and /or the Planning Director.

**No Temporary Certificate of Occupancy may exceed six (6) months.
There is NO option for renewal.**

Justification for the request must be approved and the building deemed safe for occupancy prior to issuance of a TCO. The Building Official or 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 holders' control, and/or not a result of said persons action or inaction.)

PROCEDURE:

- 1) Submit a Letter of Request form to the Building Official or designated representative for application approval based on hardship.
- 2) Submit to Building Official, properly executed:
 - a) Approved Letter of Request
 - b) Temporary Certificate of Occupancy (TCO) request form
 - c) General Information Sheet form
 - d) DOH approvals
 - e) Final Certificate of Elevation with Height Certificate
 - f) Final survey showing improvements, set-backs and building height.
 - g) Fire Safety Inspection shall be completed for the occupied and surrounding area.
 - h) The building owner/occupant shall submit the approved Inspection form to the Building Official before issuance to the TCO
- 3) It is the Applicants responsibility to see that ALL outside agencies are released, inspections are requested and made.

After the above is accomplished, the request shall be forwarded to the Building Official or his designated representative for review and approval.

**There shall be NO occupancy until you are notified that the
Temporary Certificate of Occupancy has been issued.**

Request for Temporary Certificate of Occupancy

I hereby certify that I am the owner(s) of the property located at:

Building Permit Project # _____

Further, I hereby request that you grant temporary use and occupancy of said property for the following reasons:

for the period from _____ to _____

Further, I hereby acknowledge that this Temporary Occupancy is granted prior to our full and complete compliance with all applicable Codes and Ordinances. I further agree to accept sole responsibility for the safety of all persons entering thereon and hold harmless the City of Marathon or any of its employees from any and all claims for damages resulting there from. I further agree to pay for any re-inspection that may be required to determine completion of Code requirements. I further agree to immediately vacate said property upon notice from the Building Department if all requirements have not been complied with by the expiration of this Temporary Certificate of Occupancy (TCO).

Owner Printed Name

Owner Signature

Witness Printed Name

Witness Signature

Contractor of Record

NOTARY STATE OF _____	
COUNTY OF _____	
Before me, this ____ day of _____, 20____, personally appeared _____	
Who executed this foregoing instrument, and acknowledged before me that same was executed for the purposes therein expresses.	
<input type="checkbox"/> Personally Known or <input type="checkbox"/> Produced ID: _____	
_____ Signature of Notary Public – State of _____	_____ My Commission Expires:

Letter of Request

Permit No _____

Job Address _____

Owner(s) Name _____

Applicant shall explain specifically all reasons why a TCO is necessary. Include time period for which a TCO is requested. MAXIMUM time allowed is six (6) months with NO option for renewal.

PLEASE BE SPECIFIC AND THROUGH

Printed Name _____

Date _____

Signature _____

OFFICE USE ONLY

APPROVALS:

Planning _____ Fire _____ Building _____

Comments:

General Information Sheet

(Please Print)

Permit No _____

Job Address _____

Contractor Information

Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Owner's Information

Name: _____

Address: _____

Phone: _____ Alt Phone: _____