

Key Requirements for TCO/TCC Application

1. General Letter of Request:
 - a. Typed on General Contractor's Company Letterhead
 - b. Signed by the qualifier (licensed contractor responsible for the project)
 - c. Include the following information:
 - i. Permit number and job address
 - ii. Reason for the request showing hardship
 - iii. Specific areas included in the request
 - iv. Pending issues for the final CO/CC approval
 - v. Number of days requested for the TCO/TCC
 - vi. Contact name and phone number
 - vii. Include two required sentences:
 1. "We hereby hold harmless and release the Building Services Division 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."
 2. "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."
2. Supporting Documents:
 - a. Final Survey and Elevation Certificate, signed and sealed
 - b. Permit cards and inspection history
 - c. Copy of the final fire inspection approval from Miami-Dade Fire Department
3. Inspection Approvals:
 - a. TCO/TCC application must include approvals from all required trades:
 - i. Building
 - ii. Mechanical
 - iii. Electrical
 - iv. Plumbing
 - v. Outside Agencies (Zoning, Public Works, Fire)
4. Application Submission:
 - a. Submit the TCO/TCC application online after receiving prior approval from the Trade Chiefs and Assistant Building Official.
5. Fee and Inspection Scheduling:
 - a. After approval, pay the necessary fee and schedule inspections.
 - b. Coordinate with Miami-Dade Fire Department for inspection and submit signed approval to Assistant Building Official.
6. Conditions and Validity:
 - a. TCO/TCC is valid only if signed by the Building Official.
 - b. Occupancy without an approved TCO/TCC is prohibited under Florida Building Code Section 110.3
 - c. TCO/TCC may be revoked if:
 - i. Master permit expires
 - ii. Code violations affecting occupancy arise
 - d. Extensions may require additional approvals and fees

Additional Notes

- Submit the application and all documents at least eight (8) business days before the TCO/TCC is required.
- All sub-permits must be finalized, all shop drawings must be issued, all reports must be submitted.
- The space cannot be occupied until the TCO/TCC is official issued