



# Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

## Process for Requesting Temporary Certificate of Completion (TCC)

If you want to gain early occupancy on a building project that is still under construction you can apply for a Temporary Certificate of Completion (TCC) in order to occupy the building before completing construction and obtaining a Certificate of Completion (CC) issued for new construction or change of use. A TCC grants residents/building owners the same rights as a Certificate of Completion for a temporary period of time of either 90/180/270/360 days (depending on approvals) from date of issue, after which they will expire. TCCs can be extended, if approved.

### Step 1: APPLY

Complete the application attached in this packet and submit to Monroe County Building department by attaching it to your online permit. Included in this packet is a standard jobsite checklist guide to assist the applicant for TCC approval.

### Step 2: JOB REVIEW

The request will be forwarded to a coordinator who will provide a summary of the job and inspections completed to the Building Official/Assistant Building Official and Planning Director.

### Step 3: INVESTIGATION INSPECTIONS (if applicable)

If so, deemed by Building Official/Assistant Building Official and/or Planning Director, County inspectors may go to the job site and conduct investigation inspection to report to the Building Official/Assistant Building Official and/or Planning Director.

### Step 4: APPROVAL OR DENIAL

Approval must be given by both the Building and Planning Departments. Once approved, a TCC with expiration date will be provided. If denied, the Building Official will provide a memorandum explaining reason(s) for denial.

### Step 5: EXPIRATION

All approved TCCs have an expiration date and staff will monitor TCC expiration. Notification will be sent to contractor 7 days in advance of expiration of TCC.

#### EXTENSION

Request for extension may be made by submitting the attached form in this packet, making sure to check "EXTENSION REQUEST".

#### EXPIRED TCC

Any job that reaches its TCC expiration date that has neither requested an extension nor obtained a Certificate of Completion will receive notification from the Building Official/Assistant Building Official and Planning Director, which could issue a Stop Work order and/or Shut electric off to job site.

### Step 6: CERTIFICATE OF COMPLETION ISSUED



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## Temporary Certificate of Completion – Standard Job Site Checklist

The following is a list of items typically required to obtain a TCC for the remodel of a single family residence or a commercial building. Inspection may reveal other items specific to your project. This list is to be used only as a guide.

<i>Inspections addressing typical items listed below must be signed "Approved" before certificate issuance.</i>
<p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>All receptacles, panels, equipment, smoke detectors, Air-condition / heating, exhaust fans, lighting, electric service equipment installed, Panels labeled.</li> </ul>
<p><b>Plumbing</b></p> <ul style="list-style-type: none"> <li>Kitchen sink must be functional with hot and cold water,</li> <li>Toilet Room (at least one) must have operational toilet, sink and shower or tub with hot and cold water,</li> <li>Sewer line must be connected to main sewer or septic tank,</li> <li>Unconnected drain lines and water lines must be capped.</li> <li>Hot water heater must be operational. Gas lines completed</li> </ul>
<p><b>Mechanical / Air-Condition</b></p> <ul style="list-style-type: none"> <li>Systems must be installed and approved</li> </ul>
<p><b>Site:</b></p> <ul style="list-style-type: none"> <li>Construction equipment and materials must be confined to a secured area not accessible to persons,</li> <li>Unfinished pool / pool area must be secured if not completed and barrier constructed to prevent fall into pool.</li> <li>Grading and debris removal must be completed</li> </ul>
<p><b>Environmental Resources Department:</b></p> <ul style="list-style-type: none"> <li>Schedule 894 Final Biological Inspection</li> <li>Department Director's approval for TCC based on status of inspection</li> </ul>
<p><b>Planning Department:</b></p> <ul style="list-style-type: none"> <li>Schedule 895 Final Planning Inspection</li> <li>Department Director's approval for TCC based on status of inspection</li> </ul>
<p><b>Fire Department (If applicable):</b></p> <ul style="list-style-type: none"> <li>Garage to house firewall separation completed.</li> <li>Sprinkler system if required must be installed, tested and approved by Fire Marshal.</li> <li>Fire Apparatus Access Roads, where required must be installed.</li> </ul>
<p><b>Building:</b></p> <ul style="list-style-type: none"> <li>Final inspection does not have to be approved with the following items approved:             <ul style="list-style-type: none"> <li>Exits as required must be complete and unobstructed,</li> <li>Stairs, handrails, guardrails, decks and stoops.</li> <li>Egress windows or doors to the outside are required in bedrooms or other rooms that could be used for sleeping.</li> </ul> </li> <li>Safety glass must be in place.</li> <li>Garage to house firewall separation completed.</li> <li>All construction materials stored outside the living areas.</li> </ul>



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## REQUEST FOR TEMPORARY CERTIFICATE OF COMPLETION (TCC)

To request review and approval for Temporary Certificate of Completion, attach completed/signed form to the online Building Permit. The form will be forwarded to appropriate staff to coordinate review with Building Official/Assistant Building Official and Planning Director. Upon review a determination will be communicated with the permit holder.

<b>Name:</b>		<b>Date of Request</b>	
<b>Email:</b>		<b>Contact Phone:</b>	
<b>Permit #</b>		<b>Parcel ID #</b>	
<b>Job Address</b>	<b>Contractor Name</b>		
	<b>License #</b>		
<b>Property Owner Name(s)</b>	<b>Business Name</b>		

FIRST REQUEST                       EXTENSION REQUEST

**Detail Job:**

**Detail Reason for requesting Temporary Certificate of Completion:**  
 Attach a letter of hardship explaining reason for a TCC to be issued (lack of funds not considered a hardship).  
*Please make sure all attached pages have Permit and Real Estate # clearly marked on them.*

### TCC Policy Note:

- Issued Temporary Certificate of Completion is granted prior to full and complete compliance with all applicable codes and Ordinances. (FL Building Code 115.3)
- All final inspections, including environmental, planning, and fire where applicable, must be passed and all required Information/documentation must be submitted County building department before the expiration date noted on the TCC.
- If a Permit expires, the TCC will automatically be revoked and the space must be vacated.
- A 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 TCC that expires without renewal or has been revoked may result in a notice of violation, civil violation and/or disconnection of utility services.
- See page 2 of this request form for specific job site requirements.

**Acknowledgment: I have read and agree to the TCC policy as noted on this request form.**

Owner Name (Print) \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Name (Print) \_\_\_\_\_ Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff Use Only:**  
 Received on: \_\_\_\_\_ Received by: \_\_\_\_\_  
 Scan/Attached to Permit on: \_\_\_\_\_ Emailed Notification on: \_\_\_\_\_