

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ Lower Keys Office: 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ Ocean Reef Office: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765
<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

Process for Requesting Temporary Certificate of Occupancy (TCO)

If you want to gain early occupancy on a building project that is still under construction you can apply for a Temporary Certificate of Occupancy (TCO) in order to occupy the building before completing construction and obtaining a Certificate of Occupancy (CO) issued for new construction or change of use. A TCO grants residents/building owners the same rights as a CO 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. TCOs can be extended, if approved.

Step 1: APPLY

Complete the application attached in this packet and submit at any of the Monroe County Building department offices. Included in this packet is a standard jobsite checklist guide to assist the applicant for TCO 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 TCO 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 TCOs have an expiration date and staff will monitor TCO expiration.

Notification will be sent to contractor 7 days in advance of expiration of TCO.

EXTENSION

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

EXPIRED TCO

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

Step 6: CERTIFICATE OF OCCUPANCY ISSUED

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ Lower Keys Office: 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ Ocean Reef Office: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765
<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

Temporary Certificate of Occupancy – Standard Job Site Checklist

The following is a list of items typically required to obtain a TCO for a single family or duplex dwelling. Inspection may reveal other items specific to your project. This list is to be used only as a guide. The project must have address number installed, visible from road before TCO.

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

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ *Lower Keys Office:* 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ *Ocean Reef Office:* 11601 CR 905, Key Largo, FL 33037, (305) 453-8765
<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

To request review and approval for Temporary Certificate of Occupancy, submit completed/signed form to any Building Department office. 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.

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

FIRST REQUEST

EXTENSION REQUEST

Detail Job:

<p>Detail Reason for requesting Temporary Certificate of Occupancy: Attach a letter of hardship explaining reason for a TCO to be issued (lack of funds not considered a hardship). <i>Please make sure all attached pages have Permit and Real Estate # clearly marked on them.</i></p>
--

TCO Policy Note:

- Issued Temporary Certificate of Occupancy 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 TCO.
- If a Permit expires, the TCO will automatically be revoked and the space must be vacated.
- A TCO may be revoked if any action by the contractor, owner or tenant creates any code violation affecting the proper occupancy of the area.
- Any TCO 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 TCO 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: _____