

Town of Medley Building & Zoning Department

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Application for Temporary Certificates of Occupancy or Completion

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

Before applying for a Temporary Certificate of Completion (TCC) or Occupancy (TCO) be sure the following steps are complied with:

- A notarized letter (on company letterhead and signed by an officer of the company when requested by a license professional) stating the detailed reason for the TCO or TCC request must be provided.
- 2. Complete the Temporary Certificate of Completion (TCC) or Occupancy (TCO) application.
- 3. Submit to the Building Dept the letter and the TCO/TCC application with payment.
- 4. You must submit the required documents in a binder to the Building Dept.
- 5. You will need to schedule a TCO/TCC inspection for each open trade, and you must schedule a fire TCO/TCC inspection.
- 6. When the building final inspection is approved you need to contact the Building Dept for your certificate.

A TCO 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Any TCO TCC that expires without renewal has been revoked and can result in a notice of violation.

Required Documentation for TCO/TCC & CO/CC

Please submit the following documents in a Binder divided with sheet protectors.

Must	Submitted	Master Permit #:		
Submit				
		Survey Final as Built and Required Items: Indicate intended		
		setbacks from property lines and other existing structures,		
		elevation of building, ingress, egress, required parking spaces,		
		wheel stops and all paving		
		Elevation Certificate – (Surveyor's signature seal and expiration-		
		date required)		
		(For new construction or substantial improvements)		
		Insulation Certificate – (submit original)		
		Termite Protection: "The Building has received a complete		
		treatment for prevention of subterranean termites. Treatment is in		
		accordance with the rules and laws established by the "Florida		
		Department of Agriculture and Consumer Services"		
		Soil Compaction Letter – (submit with density reports)		
		Backflow Preventer Certificate		
		List all Sub Contractors and all permit numbers		
		Fire Final from Miami Dade Fire Department.		
		Final Threshold/Special Inspector Statement, Inspection Log &		
		Tests. (FBC Building Chapter 17) If Applicable.		
		Other:		
		Other:		
		Other:		

Temporary C.O. & C.C \$150.00 (30 – 60 – 90 days)

Commercial C.O. \$200.00 Residential C.O. \$150.00

Commercial C.C. \$150.00 TCO/TCC Extensions \$125.00



<u>Payment</u>
Date:
Туре:
Amount: \$

<u>Uniform Municipal TCO/TCC Inspection Reporting Form</u>

Town of Medley Master Permit No.: Project Name: Qualifier's Name: Owner's Name: Owner's Name: This Uniform Municipal TCO/ TCC Inspection Reporting Form is used to gather trade approvals for Temporary Certificate of Occupancy (TCO) or Completion (TCC). Once validated by the Municipal Building Department personnel, the form must be present at the job site for the field inspectors. When all approvals have been obtained, take the signed form back to the Municipal Building Department for TCO/TCC issuance.								
	•				Date:			
Building Official Print Name				Signature				
All "Required" TCO/TCC inspections indicated below must be signed "Approved" before certificate issuance.								
Req'd	Trade	Inspector's Name	Approval Signature	Date	Comments			
0	Fire							
0	Building							
0	Electrical							
0	Mechanical							
0	Plumbing							
0	Utilities							
0	Zoning							
Important Note: The TCO/TCC is not valid and building and/or space may not be occupied unless signed by the Building Official. Occupying the building and/or space without obtaining a TCO/TCC issued by the Municipal Building Department is prohibited and is in violation of the Florida Building Code Section 111.1 Building Official's Approval: Date:								
 1st TCO/TCC or TCC/TCO Extension Duration: Subject to conditions below: If Master Permit expires, the TCO/TCC will automatically be revoked, and the space must be vacated. A TCO/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 TCO/TCC that expires without renewal or has been revoked can result in a notice of violation, civil violation and/or disconnection of utility services. Other: 								

Notice to all Contractors and Developers.

All contractors for new developments requesting a final inspection shall submit a final As-Built Survey, prepared by a Florida Professional Surveyor, depicting the existing condition of the entire site.

In addition to the information normally presented on the final As-Built Surveys, the following shall also be included:

An Area tabulation, in square feet, to include the following:

- Net Lot Area
- Net Impervious Area
- Net Pervious Area

Definitions:

To this Notice the following terms are defined as:

- 1. Net Lot Area: shall mean all the Lot, excluding any public Right-of-Way.
- Net Impervious Area: shall mean all the Net Lot Area covered by buildings, roofs pavement, concrete, sidewalks, brick pavers, open water, or any other material that would significantly preclude water from entering the ground naturally.
- 3. Net Pervious Area: shall mean all the Net Lot Area, not defined herein, as Net Impervious Area.
- 4. Lot: shall mean the land, parcel, lot, or tract on which any work, development, construction, renovation, or improvements are taking place.