



Town of Medley
Building & Zoning Department
7777 NW 72nd Avenue Medley, Florida, 33166
Phone: 305-887-6913 Fax: 305-887-6928

"The Perfect Location for Industrial Development"

Notice to all Contractors and Developers

All 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:

For the purpose of this Notice the following terms are defined as:

1. Net Lot Area: shall mean all of the Lot, excluding any public Right-of-Way.
2. Net Impervious Area: shall mean all of 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 of 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.



Certificate of Occupancy Checklist

Required

- Building Permit Card – Signed finals by all required inspectors
- Surveys (2) 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 seal and expiration-date required)
- Insulation Certificate – (submit original) FBC Chapter 1816.1 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 permits numbers
- Fire Final from Miami Dade Fire Department.
- Letter from Architect when the job is interior alteration.
- Letter from Engineer when the job is a brand new building.

Temporary C.O. \$75.00 (30 – 60 – 90 – days same requirements as above)

Commercial C.O. \$200.00

Residential C.O. \$150.00

Commercial C.C. \$150.00



Payment

Date: _____

Type: _____

Amount: \$ _____

Uniform Municipal TCO/TCC Inspection Reporting Form

Town of Medley	Miami-Dade County
Master Permit No.: _____	Municipal Permit No. _____
Project Name: _____	Job Address: _____
Qualifier's Name: _____	Qualifier's Phone: _____
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.

Form Validated By: _____ 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
○	Fire				
○	Building				
○	Electrical				
○	Mechanical				
○	Plumbing				
○	Public Works				
○	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 110.3.

Building Official's Approval: _____ Date: _____

- 1st TCO/TCC 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: _____