



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:

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Any TCO TCC that expires without renewal has been revoked and can result in a notice of violation.

Certificate of Occupancy & Completion Fees

Required Documentation for TCO/TCC & CO/CC

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

Must Submit	Submitted	Master Permit #:
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Certificate – (Surveyor’s signature seal and expiration date required) (For new construction or substantial improvements)
<input type="checkbox"/>	<input type="checkbox"/>	Insulation Certificate – (submit original)
<input type="checkbox"/>	<input type="checkbox"/>	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”
<input type="checkbox"/>	<input type="checkbox"/>	Soil Compaction Letter – (submit with density reports)
<input type="checkbox"/>	<input type="checkbox"/>	Backflow Preventer Certificate
<input type="checkbox"/>	<input type="checkbox"/>	List all Sub Contractors and all permit numbers
<input type="checkbox"/>	<input type="checkbox"/>	Fire Final from Miami Dade Fire Department.
<input type="checkbox"/>	<input type="checkbox"/>	Final Threshold/Special Inspector Statement, Inspection Log & Tests. (FBC Building Chapter 17) If Applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	Other:

Certificate of Occupancy & Completion Fees

Certificate of Completion	\$250.00 min or .10 per sq ft \$1200.00 max
Certificate of Completion (Shell Only)	\$250.00 min or .10 per sq ft \$1200.00 max
Certificate of Occupancy	\$250.00 min or .10 per sq ft \$1200.00 max
Temporary Certificate – TCC/TCO	Initial application and each subsequent renewal carry the same fees as listed above
Occupancy without CO/CC Violation	\$250.00 plus a double CO/CC
TCO/TCC Extension	\$250.00



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 Validate 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
<input type="checkbox"/>	Fire				
<input type="checkbox"/>	Building				
<input type="checkbox"/>	Electrical				
<input type="checkbox"/>	Mechanical				
<input type="checkbox"/>	Plumbing				
<input type="checkbox"/>	Utilities				
<input type="checkbox"/>	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.
2. 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.