

# BAL HARBOUR

- VILLAGE -

## **APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY**

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

1. Complete the Temporary Certificate of Completion (TCC) or Occupancy (TCO) application including the notarized signatures of the qualifying agent and the property owner.
2. Provide the building permit number to the Building Permit & Occupancy Representative who will verify all trade permits have been obtained and will indicate those categories that have not been finalized and the completion holds that have not been released. Trade permits must be obtained for the application to be accepted.
3. The completed original TCC or TCO application must be at the jobsite for the inspectors to sign. Request the required pending inspections by calling 305.866.4633, or send email to [inspections@balharbourfl.gov](mailto:inspections@balharbourfl.gov). To request an inspection you need your permit number.
4. Obtain release final or temporary of all completion holds for residential TCC or TCO. For commercial buildings Fire Department completion holds must have final or temporary release.
5. Once all inspections are finalized or approved for TCC or TCO and completion holds have been resolved, submit the TCC/TCO application form to the Building Official.
6. For Florida Building Code (FBC) permits, a TCC/TCO application remains valid as long as the permit is active. Prior to the expiration date, final inspections and a permanent Certificate of Occupancy or Certificate of Completion must be obtained. If finals cannot be obtained prior to the expiration, you may apply for an extension to the TCC/TCO. Please follow the above referenced instructions.
7. 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.
8. Any TCO/TCC that expires without renewal will be revoked and can result in a notice of violation and/or civil violation.
9. Any imminent hazardous condition under a TCO/TCC may result in the disconnection of utilities.

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## UNIFORM MUNICIPAL TCO/TCC INSPECTION REPORTING FORM

Master Permit No. \_\_\_\_\_

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Project Name: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_ Qualifier's Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

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 Building Department personnel, the form must be present at the job site for the field inspectors. Inspectors must verify outstanding work listed, and verify all code provisions relating to public safety have been met prior to granting Temporary approval. Temporary/Final approvals must be signed on the permit card and submitted at time of application. When all approvals have been obtained, take the signed form back to the Building Department for TCO/TCC issuance.

1 Form validated by Bldg Dept Personnel: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

2 All "Required" TCO/TCC inspections indicated below must be signed "Approved" before certificate issuance

Required	TRADE	INSPECTOR'S NAME	INSPECTOR'S SIGNATURE	DATE	NOTES
	BUILDING				
	ROOFING				
	ELECTRICAL				
	FIRE				
	MECHANICAL				
	PLUMBING				
	PUBLIC WORKS				
	ZONING				
	FLOOD				
	DERM				
	WASD				
	PUBLIC UTILITIES				
	OTHER				

**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 Building Department is prohibited and is in violation of the Florida Building Code Section 110.3.

3 Building Official's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

1st CO/CC  Extension  TCC/TCO Duration: \_\_\_\_\_

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Conditions of CO/CC:

- 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 and/or civil violation
- Other conditions: \_\_\_\_\_

## APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY

Village of Bal Harbour 655 96th St, Bal Harbour, FL 33154 . Telephone 305.866.4633 \* Fax 305.868.6575

LOCATION ADDRESS: \_\_\_\_\_ UNIT # \_\_\_\_\_

SHELL PERMIT # \_\_\_\_\_ INTERIOR PERMIT # \_\_\_\_\_

**REASON FOR TEMPORARY CO:** List below all outstanding work which is to be completed in order to receive all final inspections and a permanent Certificate of Completion or Occupancy. Indicate if outstanding work is for shell or interior.

Projected completion date of work \_\_\_\_/\_\_\_\_/\_\_\_\_

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_

**CONTRACTOR'S AFFIDAVIT:** This is to certify that I am aware of my responsibility to obtain all Final Inspections and to obtain the required permanent CC/CO or an extension of the Temporary CC/CO as described in the attached. Sanctions against my license may be imposed for failure to obtain all necessary finals and the Permanent Certificate of Completion or Occupancy.

We hereby hold harmless and release the Bal Harbour Village Building Department and the Miami-Dade County Fire Department from any liability that may arise during the use of designated areas in the aforementioned facility while under the limitation of the Temporary Certificate of Completion/Occupancy.

We hereby certify that all means of egress shall be kept clear and accessible and that all life safety systems will be maintained and operable at all times while the building is being occupied.

COMPANY NAME: \_\_\_\_\_

QUALIFIER: \_\_\_\_\_

(Print Name)

\_\_\_\_\_  
(Qualifier's Signature)

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

X \_\_\_\_\_ (SEAL) \_\_\_\_\_

(Notary Signature)

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ Type of Identification \_\_\_\_\_

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**OWNER AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with applicable law regulating construction and zoning.

\_\_\_\_\_  
(Signature of Owner/Tenant)

Print Name: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

X \_\_\_\_\_ (SEAL) \_\_\_\_\_  
(Notary Signature)

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ Type of Identification \_\_\_\_\_

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