

BUILDING BLOCKS



Subject: Temporary Certificate of Occupancy Requirements

Authority: FBC, Chapter 1, Section 111.3

Purpose: Provide a process for safe temporary occupancy prior to completion of entire scope of work.

Effective Date November 24, 2004

It is the policy of this Department that permitted projects will be fully inspected and receive a Certificate of Occupancy prior to use by the public or residents. However, in certain situations a Temporary Certificate of Occupancy (TCO) may be requested, valid for 30 days. Effective March 15, 2012, a fee for a TCO will be applied as follows: **\$250** for commercial buildings (over 30,000 sq. ft **\$500**), and **\$100** for residential buildings, plus the applicable garbage collection fees. Any requests for an extension beyond the 30 day period will require the applicant to reapply for a new TCO, and all applicable fees will be assessed. A letter requesting a TCO must be submitted with payment, on contractor company letterhead and signed by an officer of the company. If the request is from an owner-builder, the permit applicant must sign the letter. The Building Official or his designee must approve the TCO. The letter must contain the following information and all the following criteria must be met in order to obtain a “Temporary Certificate of Occupancy”:

- *Must detail the reason for the TCO**
- *Must detail how long the TCO will be needed*
- *Must detail what inspections are not completed*
- *Must detail when the inspections will be completed*
- *Must state whether the TCO is for occupancy*
- *No life safety items shall be incomplete*
- *Must include a statement that the Collier County Government will be held harmless from any incident which may occur as a result of the TCO.*

* The reason must be for a specific and significant hardship. TCO’s will not be allowed for reasons of convenience. Significant hardship will include, but not be limited to, financial loss.