



CITY OF MIAMI SPRINGS

201 Westward Drive
Miami Springs, Florida 33166
Building Department



INSTRUCTIONS FOR REQUESTING A TCO/ TCC

A Temporary Certificate of Completion (TCC) or a Temporary Certificate of Occupancy (TCO) is requested when the majority of the construction is completed and only minor issues remain. The job must comply with all American with Disabilities Act (ADA) and life safety requirements. A written request must be submitted to the attention of the Building Official. The letter must be typed on the General Contractor Company's letterhead and it must bear the signature of the qualifier.

Request will not be considered without the following information:

1. Include the permit number and job address.
2. State the reason for the request. Applicant must show a hardship.
3. Identify the specific area(s) included for the request, if job is being completed in phases.
4. State the issues that are pending for final CO/CC approval.
5. State the number of days that you would like your request for.
6. Include a contact name and telephone number.
7. **Include the following sentence:** "We hereby hold harmless and release the City of Miami Springs building department and Miami-Dade Fire Department from any liability that may arise during the use of the designated areas in the aforementioned facility while under the limitation of the Temporary Certificate of Occupancy."
8. **Include the following sentence:** "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 time while the building is being occupied."

Requests should be made in person. Requests will not be accepted without the qualifier's signature.

Once reviewed, we will notify the contact person and inform that person of the determination. If approved, we will advise of the fee and schedule the necessary inspections.

It is the responsibility of the contractor to request the TCO/TCC inspection from the Fire Department if a fire final has not been obtained prior to requesting the inspections needed. A copy of Miami-Dade Fire Department's approved final inspection must be attached to the TCO inspection and posted at the job site at the time of the City of Miami Spring's inspections.

Any TCO/TCC that expires without renewals will be revoked and can result in a notice of violation, civil violation and/or disconnection of utility services. Requests for TCP/TCC extensions must be submitted (10) ten days prior to the TCO/TCC expired date.



CITY OF MIAMI SPRINGS
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TCO/TCC INSPECTION REPORTING FORM

Master Permit #: _____ Municipal Permit # _____
 (Miami Springs Permit #) (Miami-Dade County Permit #)

Job Address: _____ Project Name: _____

Qualifier's Name: _____ Qualifier's Phone #: _____

Owner's Name: _____ Owner's Phone #: _____

This TCO/TCC Inspection Reporting Form is used to gather trade approvals for Temporary Certificate of Occupancy (TCO) OR completion (TCC). Once validated by the Miami Springs Building Department, the form must be presented at the job site for the field inspections. When all approvals have been obtained, take the signed form back to the Miami Springs Building Department for TCO/TCC issuance.

1. Form Validated by: _____
Print Name Signature Date

2. All "required" TCO/TCC inspections indicated below must be signed "APPROVED" before certificate issuance.

Required	Trade	Inspector	Approval Signature	Date	Comments
	Zoning				
	Building				
	Fire				
	Mechanical				
	Electrical				
	Plumbing				
	Public Works				
	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 Miami Springs Building Department is prohibited and is in violation of the FBC Section 11.3

3. Building Official's Approval : _____ Date: _____

1st TCO Extension TCO/TCC Duration _____

CONDITIONS OF TCO/TCC:

IF MASTER PERMIT EXPIRES, THE TCO/TCC WILL AUTOMATICALLY BE REVOKED ANND THE SPACE MUST BE VACATED. A TCO/TCC MAY BE REVOKED IF ANY ACTION BY THE CONTRACTOR, OWNER OR TENANT CREATED 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 Conditions: _____

SAMPLE OF TCO REQUEST

CONTRACTOR'S LETTERHEAD
(Including address and phone number)

Date: _____

To: Building Official
City of Miami Springs
Building and Code Compliance Department
201 Westward Drive
Miami Springs, FL 33166

Re: Request a TCO for Permit # _____

I, _____, qualifier for _____, am requesting a Temporary
(Name of qualifier) (Name of Contractor Company)

Certificate of Occupancy (TCO) for _____,
(Name of Business)

For property located at _____, Miami Springs, FL 33166.
(Address)

The reason for this TCO request is

(Enter Hardship Issue)

Once we complete all of the work required under the permit for a permanent C.O. (Including Final Electrical, Mechanical, Plumbing and Final Fire) we will apply to obtain the Certificate of Occupancy.

We hereby hold harmless and release the City of Miami Springs building department and Miami-Dade Fire Department from any liability that may arise during the use of the designated areas in the aforementioned facility while under the limitation of the Temporary Certificate of 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 time while the building is being occupied.

Please do not hesitate to contact me at the above listed phone number or via email at

(E-mail address)

Sincerely,

(Qualifier's Signature)

(Qualifier's Printed Name)

SAMPLE OF TCO EXTENSION REQUEST
CONTRACTOR'S LETTERHEAD
(Including address and phone number)

Date: _____

To: Building Official
City of Miami Springs
Building and Code Compliance Department
201 Westward Drive
Miami Springs, FL 33166

Re: Request A TCO EXTENSION for Permit # _____

I, _____, qualifier for _____, am requesting Temporary
(Name of qualifier) (Name of Contractor Company)

Certificate of Occupancy extension (TCO) for _____,
(Name of Business)

For property located at _____, Miami Springs, FL 33166.
(Address)

The reason for this TCO extension request is

(Enter Hardship Issue)

I am requesting an extension for a TCO for 30 Days. Once we complete all of the work required under the permit for a permanent C.O. (Including Final Electrical, Mechanical, Plumbing and Final Fire) we will apply to obtain the Certificate of Occupancy.

We hereby hold harmless and release the City of Miami Springs building department and Miami-Dade Fire Department from any liability that may arise during the use of the designated areas in the aforementioned facility while under the limitation of the Temporary Certificate of 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 time while the building is being occupied.

Please do not hesitate to contact me at the above listed phone number or via email at

(E-mail address)

Sincerely,

(Qualifier's Signature)

(Qualifier's Printed Name)