

Building Inspections Department
222 W Main Street, Pensacola, Florida 32502, (850) 436-5600

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUEST
(Revised January 6th, 2022)

POLICY

As per the Florida Building Code, “a Temporary Certificate of Occupancy (TCO) may be issued for a portion or portions of a building which may be safely occupied prior to final completion of the building.” Justification for the request must be approved, and the building must be deemed safe for occupancy prior to issuance of a TCO. The Building Official or designated representative shall have the discretion to issue a TCO based upon circumstances of hardship. **Hardship** shall be defined for the purposes of this policy to mean circumstances beyond the permit holder’s control and/or not a result of said person’s action or inaction.

PROCEDURE (Commercial or Residential)

1. Submit a TCO Request and the Letter of Request to the Building Official or designated representative for application approval based on hardship as defined above.
2. Pay an application fee per each 30-calendar day request of \$100.00 for residential projects or \$150.00 for commercial projects. All fees shall be paid prior to continuing with written request. Fee is payable to City of Pensacola.
4. It is the **Applicant’s** responsibility to see that **ALL** departments are released, inspections requested and conducted, holds released, fees paid, and that Inspection Services is notified of the request.

After the above is accomplished, the request shall be forwarded to the Building Official or his designated representative for review and approval. ***There shall be NO occupancy until you are notified by Inspection Services that the TCO has been issued.***

Direct **ALL** questions pertaining to Temporary Certificate of Occupancy (TCO) to the Building Inspections Department at (850) 436-5600 or inspections@cityofpensacola.com.

REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

I hereby certify that I am the owner(s) of the property located at _____

Permit Number _____

Further, I hereby request that you grant temporary use and occupancy of said property for the following reasons:

OCCUPANCY _____

STOCK & TRAIN _____

For the period from _____

until _____

Further, I hereby acknowledge that this Temporary Occupancy is granted prior to our full and complete compliance with all applicable Codes and Ordinances. I further agree to accept sole responsibility for the safety of all persons entering thereon and hold harmless the City of Pensacola or any of its employees from any and all claims for damages resulting therefrom.

I further agree to pay for any reinspection that may be required to determine completion of code requirements.

I further agree to immediately vacate said property upon notice from the Building Department if all requirements have not been complied with by the expiration of this Temporary Certificate of Occupancy.

WITNESS _____

OWNER _____

CONTRACTOR of RECORD _____

Owner or Contractor's Signature

Owner or Contractor's Name (Print or Type)

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this __ day of _____, 20____, by _____, who is personally known____ or has produced identification.

Type of ID Produced _____

NOTARY'S SIGNATURE as to Owner or Agent's Signature

(Notary's Stamp)

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUEST (cont.)

RE: PERMIT NO _____

JOB ADDRESS _____

OWNER(S) NAME _____

Applicant shall explain specifically **all** reasons why a TCO is necessary. Include time period for which a TCO is requested. **MAXIMUM** time allowed is six (6) months with **NO** option for renewal. **PLEASE BE SPECIFIC AND THOROUGH.**

Large empty rectangular box for providing detailed explanation and reasons for the TCO request.

(PRINT) NAME

SIGNATURE

OFFICE USE ONLY

Approval _____
Building Official Signature

Denial _____
Building Official Signature

Notes _____