

Bulletin # 19: REQUESTS FOR TEMPORARY CERTIFICATES OF OCCUPANCY/COMPLETION

Date: June 2, 2017

Effective Date: July 1, 2017

Amended: October 6, 2025

To: All Staff

From: Fred Clum

Chief Building Official

Subject: Procedure for Temporary Certificates of Occupancy/ Completion Requests

Purpose: To provide applicant guidance when a permit holder desires to occupy a portion or portions of a structure prior to the permitted scope being completed, as authorized in Chapter 1: Section 111.3 or amended of the adopted Florida Building Code associated to permit:

111.3 Temporary occupancy.

The *building official* is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the *permit*, provided that such portion or portions shall be occupied safely. The *building official* shall set a time period during which the temporary certificate of occupancy is valid.

General: It is considered a willful Building Code violation to partially or fully occupy a structure without either a full Certificate of Occupancy/Completion or a Temporary Certificate of Occupancy/Completion being issued by the Building Official.

Step-By-Step Process:

- Complete TCO/TCC request as outlined below and submit via email to tcorequest@collier.gov for processing
- Request shall provide but not limited to the following:
 - Letter shall be on company letterhead, signed by qualifier and notarized
 - Detail reason for TCO. The reason must be for specific and significant hardship.
 - Detail how long request is intended for. Approvals are granted at a maximum of 30-day intervals, which can be extended with an extension request.
 - Indicate inspections pending.
 - Include any SAF/SAP PL and Utilities PL (planning application number) related to the TCO request.
 - Request must state type of occupancy requested (i.e. stocking/furniture, training, full occupancy). Impacts of construction status may affect occupancy requested/issued.



- All requests shall provide the following statements:
 - *“Collier County Government and associated fire district will be held harmless from any incident which may occur as a result of the TCO issuance.”*
 - *“I as qualifier for ‘State contractor name’ understand that my license may be placed on hold within Collier County should this TCO expire and a full CO has not been obtained.”*
- Payment of TCO/TCC processing fee as outlined within currently adopted fee schedule
- Payment of all impact and trash fees associated with permit will be required prior to TCO/TCC issuance
- Requests can take up to 5 business days for processing. To assist in the review of requests it is strongly recommended to provide outside agency (Fire, Engineering, Private Provider, Health, Hazmat, etc.) supportive documentation at time of requests. Examples of supportive documentation may include but are not limited to the following:
 - Notice of Fire Compliance (NOFC)
 - Inspection forms
 - Fire Deficiency form
 - Emailed correspondence
 - Approved inspections resulted
- Requests for temporary certificates of completion (TCC) shall only apply to commercial shell structure in which the shell is not complete however have reached a point where the tenant improvement permits can be issued.
- Requests for temporary certificates of occupancy (TCO) shall apply to commercial and residential permits. These requests are considered on a case by case basis and each request will be evaluated to the aspects of that permit and the status of construction at time of request.
- It is strongly recommended that the contractor shall schedule final inspections (115, 204, 301, 502, etc.) associated with permitted scope prior to making a request such that the requested temporary type can be evaluated based upon inspector comments, rather than afterwards.
- The Building Official may require an onsite evaluation prior to approval/issuance.
- Issued TCO/TCC can be amended at any time with a new request and application of associated fee per currently adopted fee schedule.

History: This Bulletin replaces Building Block A-89, Updated to add inspections email address, Updated email address and clarified scheduling inspections prior to request submittal.