



Request for Certificate of Occupancy or Completion

(Master and sub permits must be in final status before submitting this request; otherwise we will not accept your application)

Date:	Permit Number:
Job Address:	Parcel Number:
Unit/Suite #:	Occupancy/Use:
Total square feet for this CO request:	Number of Units for this CO request:
Applicant/Contractor Name:	Owner/ Business Name:
Applicant/Contractor Mailing address:	Owner/ Business Mailing address:
Telephone Number:	Telephone Number:
E-Mail Address:	E-Mail Address:
Contact Name:	Contact Telephone Number:
Contact E-Mail Address:	

Office Use Only

Approved by:	Mariano V. Fernandez, P.E. Building Official/Director
Description:	Occupancy Group:
Pending Inspection(s): B F Z PW	Substantial Improvements: YES <input type="checkbox"/> NO <input type="checkbox"/>
Pending/ Open Permit(s):	TCO NUMBER: _____ EXPIRATION DATE: ____-____-____
Certificate Number:	Pending Payment(s): YES <input type="checkbox"/> NO <input type="checkbox"/>
Invoice Number:	Pending BTR: YES <input type="checkbox"/> NO <input type="checkbox"/>
Notification to customer (date):	Notes:

ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TYY users may also call 711 (Florida Relay Service).

City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

Form Name	CO/CC - Request form
Form Purpose	This form is completed if the Permit Holder would like to request a Certificate of Occupancy or Completion.
Online Forms	http://www.miamibeachfl.gov/building/scroll.aspx?id=37842
Associated Fees	Fee Schedule section 14: http://www.miamibeachfl.gov/building/
Form Process	Completed form must be submitted to Administration at the Building Official's office.
For Assistance	Please contact: <ol style="list-style-type: none">In – person: Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, ADMIN. Miami Beach, Florida 33139Via Telephone: 305-673-7610 Beatriz (Betty) Dooley Ext: 6588 or Milagros (Milly) Robayna Ext: 6130Via E-mail: Betty at: beatrizdooley@miamibeachfl.gov or Milly at: milagrosrobayna@miamibeachfl.gov

REVISED: 10/15/2016

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.