

Request for Temporary Certificate of Occupancy or Completion

Temporary Certificate of Occupancy
 Temporary Certificate of Completion
 Extension

Date:	Permit Number:
Job Address:	Parcel Number:
Unit/Suite #:	Occupancy/Use:
Total square feet for this CO/CC request:	Number of Residential Units for this CO/CC 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:	
What is the reason for your request?	

Office Use Only	
No. of Extensions: _____ Expiration Date: _____	No. of Days Approved: _____
Invoice No: _____ Amount Due: _____	Mariano V. Fernandez, P.E. _____ Building Official/Director signature
New Expiration Date: _____	Notification to Customer:

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

TCO – TCC Request form

Form Purpose

This form is completed if the Permit Holder would like to request a Temporary Certificate of Occupancy, Temporary Certificate of Completion or an extension of a temporary certificate that is going to expire.

Related Forms

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:

1. **In – person:** Building Department, Miami Beach City Hall,
1700 Convention Center Drive, 2nd ADMIN.
FL, Miami Beach, Florida 33139
2. **Via Telephone:** 305-673-7610
Beatriz (Betty) Dooley Ext: 6588 or
Milagros (Milly) Robayna Ext: 6130
3. **Via 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.