



## 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:
<b>Applicant/Contractor's Name:</b>	<b>Owner/Business' Name:</b>
Applicant/Contractor's Mailing address:	Owner/Business' Mailing address:
Telephone Number:	Telephone Number:
E-Mail Address:	E-Mail Address:
Contact's Name:	Contact's Telephone Number:
Contact's E-Mail Address:	
Your CAP Account Email Address for Billing Purpose:	
<b>Office Use Only</b>	
Description:	Approved by: _____ Ana M. Salgueiro, P.E., Building Official
Pending Inspection(s):    B    F    Z    PW	Occupancy Group: _____ Violations #: _____ <input type="checkbox"/> NO <input type="checkbox"/> YES
Pending/Open Permit(s):	Substantial Improvements: <input type="checkbox"/> YES <input type="checkbox"/> NO
TCO No:                      Expiration Date: ____-____-____	Certificate Number:
Master Permit Status:	Invoice No:                                      Amount Due:
Notification to customer (date):	Payment(s): <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PAID
Notes:	Pending BTR: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

#### 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. TTY 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:** The purpose of obtaining a certificate of occupancy or completion is to certify that, according to the law, the house or building is in fit-to-live condition.
- Requirements:** Master and Sub-permits must be in final status. Permit Holder or Owner must submit form to request Certificate of Occupancy or Completion.
- Online Forms:** [Forms, Applications, and Information.](#)
- Associated Fees:** [Fee Schedule.](#)
- Form Process:** Form must be submitted via email or in person at Building Administration.
- For Assistance:** Please contact:
- 1. In person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2<sup>ND</sup> Fl, Administration Miami Beach, Florida 33139.
  - 2. Via Telephone:** 305-673-7610, options # 3, then # 5.
  - 3. Via E-mail:** [BuildingAdmin@miamibeachfl.gov](mailto:BuildingAdmin@miamibeachfl.gov)

#### 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.