

Request for Extension -Temporary Certificate of Occupancy or Completion

Note: Master and Sub Permit MUST be in Active status when submitting this request; otherwise we will NOT accept the request

Date:	Master Permit:	TCO Number:
Job Address:	Parcel Number:	
Unit/Suite #:	Occupancy/Use:	
Applicant or Contractor Name:	Owner or Business Name:	
Applicant or Contractor Mailing address:	Owner or Business Mailing address:	
Telephone Number:	Telephone Number:	
E-Mail Address:	E-Mail Address:	
Contact Name:	Contact Telephone Number:	
Contact E-Mail Address:		
Your CAP Account E-Mail Address for Billing Purposes:		
What is the reason for your Extension request? What are you missing for final occupancy?		

Office Use Only	
No. of Extensions: _____ Expiration Date: _____	No. of Days Approved: _____
Invoice No: _____ Amount Due: _____	Building Official _____ signature
New Expiration Date: _____	Notification to Customer:
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. 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** Extension Request Form for TCO – TCC
- Form Purpose** An Extension can be issued for a temporary period of time when a property still pending minor work. The Building Official grants the time period during which they are valid but Extensions are usually effective for 90 days from the date of issue, after which they expire. Prior to expiration, an occupant can re-apply for another Extension if needed.
- 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 via E-Mail to Building Administration.
- For Assistance** Please contact:
1. **In – person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2ndFloor, **ADMIN.** FL, Miami Beach, Florida 33139
 2. **Via Telephone:**305-673-7610 options # 3, then # 5.
- E-mail:** TCO-CO@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.