



**TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION  
CITY OF SARASOTA BUILDING DEPARTMENT  
1565 1<sup>ST</sup> ST, SARASOTA, FL 34236  
PHONE (941) 263-6418 Inspection@sarasotafl.gov**

PERMIT#: \_\_\_\_\_ SHELL PERMIT#: \_\_\_\_\_

COMMERCIAL/BUILDING NAME: \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTENDED USE (CHECK ONE)  
RESIDENTIAL SINGLE FAMILY \_\_\_\_\_ RESIDENTIAL MULTI-FAMILY \_\_\_\_\_ COMMERCIAL \_\_\_\_\_  
OCCUPATIONAL LICENSE# \_\_\_\_\_

WAS THERE A DEMOLITION?: YES \_\_\_ NO \_\_\_ IF YES, DEMOLITION PERMIT # \_\_\_\_\_

BUILDING OWNER: \_\_\_\_\_ PHONE# \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

BUILDING USE: \_\_\_\_\_ OCCUPANT LOAD: \_\_\_\_\_

TOTAL SQUARE FEET: \_\_\_\_\_ NUMBER OF FLOORS: \_\_\_\_\_

FLOORS TO BE OCCUPIED: \_\_\_\_\_ TOTAL STORIES: \_\_\_\_\_

BUILDING SPRINKLED: YES \_\_\_ NO \_\_\_ IF YES IS IT FULL OR PARTIAL: FULL \_\_\_\_\_ PARTIAL \_\_\_\_\_

FIRE ALARM SYSTEM: YES \_\_\_ NO \_\_\_ IF YES, HAS IT BEEN CERTIFIED? NO \_\_\_\_\_ PARTIAL \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I have the authority to make the foregoing application and to the best of my knowledge, it is complete. The permitted construction will conform to the regulations in the Florida Building Code, the City Of Sarasota Code and all applicable ordinances. I have read and understand the requirements of this application.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/ HOMEOWNER

\_\_\_\_\_  
DATE

**BUILDING DEPARTMENT USE ONLY**

DATE RECEIVED: \_\_\_\_\_

DATE TCO APPROVED \_\_\_\_\_

**CONDITIONS BY DEPARTMENTS:**

ENGINEERING: NO \_\_\_ YES \_\_\_ ATTACH E-MAIL  
BUILDING: NO \_\_\_ YES \_\_\_ ATTACH E-MAIL

UTILITIES: NO \_\_\_ YES \_\_\_ ATTACH E-MAIL  
ZONING: NO \_\_\_ YES \_\_\_ ATTACH E-MAIL



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**REQUIREMENTS FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

1. The TCO process is not a walk through process. The minimum time is three days from the date of the request if all inspections are done. The request may be made by dropping the application off at the above address, or emailing the request to the above address.
2. TCO'S are issued based on approval of all departments and agencies that are involved in the approval process.
3. It is the responsibility of the contractor to call all departments to arrange the inspections that are required prior to this request such as Engineering, Utilities, Building, and F.D.O.T, etc.
4. TCO's will only be issued when the structure is deemed to be safe to occupy prior to the issuance of a Certificate of Occupancy or Certificate of Completion. All required final inspections of structural, electrical, gas, plumbing, mechanical and fire systems must be approved and in compliance with technical codes that were in effect at the time of permit issuance. All life safety issues must be completed and inspected before a release of a TCO by the Building Official.
5. Phased projects require each phase meet all of the standards listed, and the Building Official must approve the phased concept in advance. If proposing a phased TCO, the contractor should meet with the Building Official at least 30 days in advance of the request to verify how the phasing will be completed.
6. A letter must be attached to the request, outlining the reason for the request and time frame for completion of all outstanding items.
7. Commercial projects must submit a letter signed and sealed by the Engineer of record indicating the reason for the request and time frame for completion of all outstanding items. He must certify that the site is safe and ready for occupancy.
8. Where applicable, a receipt of a letter of acceptance from the FDOT (Florida Department of Transportation) accepting work done in the State Right-Of-Way is required.
9. All paving, grading, drainage, and traffic control devices must be complete.
10. TCO's are issued for thirty-day periods, and must be renewed by the applicant prior to their expiration, and pay all fees due. Failure to do so will result in a Code Compliance order that can include daily running fines.
11. All fees in conjunction with the permit must be paid, to include impact fees prior to the release of the Temporary Certificate of Occupancy.
12. The following is the fee structure:
  - First 30 Days - \$200.
  - 31 Days to 60 Days - \$400.00
  - 61 Days to 90 Days - \$800.00

**The fee will be \$1000.00 for each 30 day period thereafter.**

**Only contractors or their agents can pick up a T.C.O. or a C.O.**