

<p style="text-align: center;">City of Naples Building and Zoning Division Community Development Department Polices and Procedures Manual</p>	Section: BZD
Subject Title: Request for Temporary Certificate of Occupancy (TCO)	Revision Date: Effective Date: 07/28/2004

TITLE: **Request for Temporary Certificate of Occupancy (TCO)**

PURPOSE: **Establish a general policy applicable to all permit holders when requesting a Temporary Certificate of Occupancy (TCO).**

POLICY: The following is provided as a general policy regarding all requests by permit holders for TCO's. All requests shall be as follows, the Building Official shall approve any variation. Upon receipt of request for a TCO, the Senior Permit Coordinator shall provide to the Building Official the status of outstanding inspections and permits for the subject property. Requests for TCO shall be submitted on letterhead of the permit holder and signed by an officer of the company, when applicable. All requests shall contain the following information:

- The purpose of the request.
- Detailed description of the remaining work.
- A reasonable estimate of the duration of the TCO.
- A statement to the effect the City of Naples will not be held responsible in any form for any damage or liability as a result of the issuance of the TCO.

Upon receipt of the letter, the permit holder shall request a structural final inspection, #198 for the purpose of TCO. An inspector will visit the site and inspect to ensure no life safety issues will be compromised by issuance of a TCO. Barring any administrative issue, which would preclude the issuance of a TCO, the inspector shall report to the Senior Permit Coordinator that the property is approved for a TCO as requested. The Sr. Permit Coordinator shall then prepare the TCO for signature by the Building Official and notify the permit holder when ready.