



VILLAGE OF KEY BISCAIYNE

Department of Building, Zoning and Planning

BUILDING DEPARTMENT

INSTRUCTIONS FOR PREPARING A TCO/TCC REQUEST

A TCO/TCC is requested when the majority of the construction is completed and only minor issues remain. The job must comply with all American with Disabilities Act (ADA) and life safety requirements. A written request must be submitted to the attention of the Building Official. The letter must be typed on the General Contractor Company's letterhead and it must bear the signature of the qualifier.

Requests will not be considered without the following information:

1. Include the Village of Key Biscayne master permit number and job address.
2. State the reason for the request. Applicant must show a hardship.
3. Identify the specific area(s) included for request, if job is being completed in phases.
4. State the issues that are pending for final CO/CC approval.
5. State the number of days that you would like the TCO for. Generally, TCOs are issued for thirty (30) days. The length of time a TCO will be issued for is at the discretion of the Building Official.
6. Include a contact name and telephone number.
7. Include the following sentence: "We hereby hold harmless and release the Village of Key Biscayne Building Department and Village of Key Biscayne Fire Department from any liability that may arise during the use of designated areas in the aforementioned facility while under the limitation of the Temporary Certificate of Occupancy."
8. Include the following sentence: "We hereby certify that all means of egress shall be kept clear and accessible and that all life safety systems will be maintained and operable at all times while the building is being occupied."
9. Requests may be made in person at the Building Department, or by submitting via e-mail to the Building Official at rvelazco@keybiscayne.fl.gov the letter must be scanned in order to show the qualifier's signature. Requests will not be accepted without the qualifier's signature.

Once reviewed, we will call the contact person and inform that person of the determination. If approved, we will advise you of the fee and schedule the necessary inspections. It is the responsibility of the contractor to request TCO/TCC inspection(s) from the Fire Department if a fire final has not been obtained. A result of approved final fire inspection from the Village of Key Biscayne Fire Department must be in the system at the time of the Building Department inspection.

APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY

LOCATION ADDRESS: _____ UNIT# _____

PERMIT# _____

Note: Please read all instructions and fill in all portions of this application. This application must be submitted to the Village of Key Biscayne Building Department. (Attn: Building Official) Any TCO/TCC that expires without renewals will be revoked and can result in a notice of violation, civil violation and/or disconnection of utility services.

CONTRACTOR'S AFFIDAVIT: This is to certify that I am aware of my responsibility to obtain all Final Inspections and to obtain the required permanent CC/CO or an extension of the Temporary CC/CO as described previously in this form. Sanctions against my license may be imposed for failure to obtain all necessary finals and the Permanent Certificate of Completion or Occupancy.

X

Print Name of Owner/Tenant

Signature of Owner/Tenant
STATE OF FLORIDA, COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day
of _____ 20____,

Notary Name _____
Notary Signature _____
Personally known or I.D. _____

-OR-

X

Print Name of Qualifier

Signature of Qualifier
STATE OF FLORIDA, COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day
of _____ 20____,

Notary Name _____
Notary Signature _____
Personally known or I.D. _____

OWNER AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with applicable law regulating construction and zoning.