



**City of Doral
Building Department**

INSTRUCTIONS FOR REQUESTING A TCO or TCC

A Temporary Certificate of Completion (TCC) or a Temporary Certificate of Occupancy (TCO) 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 qualifier's signature.

Requests will not be considered without the following information:

1. Include the City of Doral's master permit number and job address.
2. Include the Miami-Dade County's municipal permit number.
3. State the reason for the request. Applicant must show a hardship.
4. Identify the specific area(s) included for request, if job is being completed in phases.
5. State the issues that are pending for final CO/CC approval.
6. State that you would like the TCO for (30) thirty days. Generally, TCOs are issued for only thirty (30) days, however, the length of time a TCO is at the discretion of the Building Official.
7. Include a contact name and telephone number.
8. Include the following sentence: *"We hereby hold harmless and release the City of Doral Building Department and Miami-Dade 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."*
9. 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."*
10. Include the following sentence: *"We understand that the TCO/TCC Inspection card is required to be returned within ten (10) days from receipt. If not received this request will be considered null and void."*

Requests may be made in person between the hours of 8:00 a.m. and 2:00 p.m., or via e-mail to TCO@cityofdoral.com. If submitting via e-mail, the letter must be scanned in order to show the qualifier's signature. Requests will not be accepted without the attached application/affidavit.

Once reviewed, we will notify the contact person and inform that person of the determination. If approved, we will advise you of the fee. **It is the responsibility of the contractor to request the TCO/TCC inspection from the Fire Department if a fire final has not been obtained prior to requesting the inspections needed. A copy of Miami-Dade Fire Department's approved final inspection must be attached to the TCO Inspection and posted at the job site at the time of the City of Doral's inspections.**

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. Requests for TCO/TCC extensions must be submitted (10) ten days prior to the TCO/TCC expired date.

Rev. 10/01/2022

APPLICATION/AFFIDAVIT FOR TCO or TCC REQUESTS

LOCATION ADDRESS: _____ **PERMIT#:** _____

Note: Please read all instructions and complete this application. This application must be submitted to the City of Doral Building Department. (Attention: Administrative Assistant to the Building Official) **Any TCO/TCC Inspection card not received within ten (10) days from receipt will be considered null and void. Requests for TCO/TCC extensions must be submitted (10) ten days prior to the TCO/TCC expired date. 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.** TCO/TCC are granted for a maximum of thirty (30) days. TCO/TCC will be eligible for (5) five extension granted in 30-day increments; following the initial (30) day TCO period. Extensions beyond the 180-day mark will require a meeting with the Building Official.

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 TCC/TCO 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 (CC) or Permanent Certificate of Occupancy (CO).

X _____
Qualifier's Signature

Print Name of Qualifier

STATE OF FLORIDA, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____
day of _____ 20_____,

Notary Signature _____

Notary Name _____

Personally known to me _____ or
 I.D. _____

-OR-

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.

X _____
Owner/Tenant's Signature

Print Name of Owner/Tenant

STATE OF FLORIDA, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____
day of _____ 20_____,

Notary Signature _____

Notary Name _____

Personally known to me _____ or
 I.D. _____