



## Application for Temporary Certificate of Occupancy or TCO Extension

Permit Number: \_\_\_\_\_ New TCO TCO Extension

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Reason for Request:      Stocking      Training      Business Operations

Explanation, include areas requested access to:

Initial \_\_\_\_\_ 1. Orange County Code Chapter 9 provides for issuance of Temporary Certificate of Occupancy (TCO) to use a portion or portions of a structure prior to the completion of the entire structure if the Building Official finds that no substantial hazard will result, and the portion(s) comply with the provisions of the technical codes and other applicable standards. TCOs are subject to the conditions as deemed appropriate by Orange County. A processing fee must accompany this request and any re-inspection fees and/or impact fees must be paid prior to the submittal of the TCO request. This form is to be signed by the Contractor of Record only; powers of attorney are not accepted.

Initial \_\_\_\_\_ 2. Orange County Division of Building Safety may suspend or revoke the TCO if it is determined that the building is in violation of any Orange County code(s) or regulation(s). TCOs are issued for a period of 30 days. If after the 30-day TCO period, the project has not passed final inspections, a TCO extension must be submitted along with an explanation. All TCO applications and extensions must be reviewed by all applicable divisions/departments. TCO Extensions will also require a processing fee.

For fees please refer to the [Orange County Fee Directory](#).

**CONTRACTOR’S AFFIDAVIT:** I hereby certify that I am aware of my responsibility to obtain all final Inspections and to obtain the required permanent Certificate of Occupancy or an extension of this TCO by the end of the 30-day period. I understand that sanctions against my license may be imposed for violations of these provisions.

Contractor Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Notary Public, State of Florida  
 County of \_\_\_\_\_  
 The foregoing instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
 by means of \_\_\_ physical presence or \_\_\_ online notarization, who is personally known to me or has produced \_\_\_\_\_ as identification.

Notary Public, State of Florida  
 County of \_\_\_\_\_  
 The foregoing instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
 by means of \_\_\_ physical presence or \_\_\_ online notarization, who is personally known to me or has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

