

**Inspection Services Department**  
222 W Main Street  
Pensacola, Florida 32502  
(850) 436-5600

**TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUEST**  
(Revised October 2nd, 2023)

**POLICY**

As per the Florida Building Code, “a Temporary Certificate of Occupancy (TCO) may be issued for a portion or portions of a building which may be safely occupied prior to final completion of the building.” Justification for the request must be approved, and the building must be deemed safe for occupancy prior to issuance of a TCO. The Building Official or designated representative shall have the discretion to issue a TCO based upon circumstances of hardship. **Hardship** shall be defined for the purposes of this policy to mean circumstances beyond the permit holder’s control and/or not a result of said person’s action or inaction.

**PROCEDURE (Commercial or Residential)**

1. Submit a TCO Request and the Letter of Request to the Building Official or designated representative for application approval based on hardship as defined above.
2. Pay an application fee per each 30-calendar day request of \$100.00 for residential projects or \$150.00 for commercial projects. All fees shall be paid prior to continuing with written request. Fee is payable to City of Pensacola.
4. It is the **Applicant’s** responsibility to see that **ALL** departments are released, inspections requested and conducted, holds released, fees paid, and that Inspection Services is notified of the request.

After the above is accomplished, the request shall be forwarded to the Building Official or his designated representative for review and approval. ***There shall be NO occupancy until you are notified by Inspection Services that the TCO has been issued.***

Direct **ALL** questions pertaining to Temporary Certificate of Occupancy (TCO) to the Inspection Services Department at (850) 436-5600 or [inspections@cityofpensacola.com](mailto:inspections@cityofpensacola.com).

## REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

I hereby certify that I am the permit holder of the project located at the address

\_\_\_\_\_

Permit Number \_\_\_\_\_

Further, I hereby request that you grant temporary use and occupancy of said property for the following reasons:

OCCUPANCY \_\_\_\_\_

STOCK & TRAIN \_\_\_\_\_

For the period from \_\_\_\_\_

until \_\_\_\_\_

Further, I hereby acknowledge that this Temporary Occupancy is granted prior to our full and complete compliance with all applicable Codes and Ordinances. I further agree to accept sole responsibility for the safety of all persons entering thereon and hold harmless the City of Pensacola or any of its employees from any and all claims for damages resulting therefrom.

I further agree to pay for any reinspection that may be required to determine completion of code requirements.

I further agree to immediately vacate said property upon notice from the Building Department if all requirements have not been complied with by the expiration of this Temporary Certificate of Occupancy.

**OWNER-BUILDER** \_\_\_\_\_

**OR**

**CONTRACTOR OF RECORD** \_\_\_\_\_

\_\_\_\_\_  
Owner or Contractor's Signature

\_\_\_\_\_  
Owner or Contractor's Name (Print or Type)

**STATE OF FLORIDA**

**COUNTY OF** \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is personally known \_\_\_\_\_ or has produced identification.

Type of ID Produced \_\_\_\_\_

\_\_\_\_\_  
NOTARY'S SIGNATURE as to Owner or Agent's Signature

(Notary's Stamp)

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUEST (cont.)

RE: PERMIT NO \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

OWNER(S) NAME \_\_\_\_\_

Please explain specifically *all* reasons why a TCO is necessary. ***PLEASE BE SPECIFIC/THOROUGH.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested time period for TCO. ***This may be six months maximum with no option for renewal.***

FROM \_\_\_\_\_ TO \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

FOR OFFICE USE ONLY

INSPECTIONS

Building Final	PP <input type="checkbox"/> P <input type="checkbox"/>	Mechanical Final	PP <input type="checkbox"/> P <input type="checkbox"/>
Roof Final	PP <input type="checkbox"/> P <input type="checkbox"/>	Electrical Final	PP <input type="checkbox"/> P <input type="checkbox"/>
Life Safety	PP <input type="checkbox"/> P <input type="checkbox"/>	Plumbing Final	PP <input type="checkbox"/> P <input type="checkbox"/>
Other _____	PP <input type="checkbox"/> P <input type="checkbox"/>	Gas Final	PP <input type="checkbox"/> P <input type="checkbox"/>

Approval \_\_\_\_\_  
*Building Official Signature*

Denial \_\_\_\_\_  
*Building Official Signature*

Notes \_\_\_\_\_

Please remit in person, via permit through the portal, or via e-mail to [inspections@cityofpensacola.com](mailto:inspections@cityofpensacola.com)