



# TEMPORARY CERTIFICATE OF OCCUPANCY PROCEDURE

Phone: (239) 321-7920 ~ Fax: (239) 344-5977

Per City of Fort Myers Code of Ordinances  
City Resolution 2014-26

## **Requirements prior to submitting TCO Request:**

- You must schedule all applicable inspections for the main permit, and any permits related to the project, prior to requesting a TCO. The Building, Fire Prevention and Engineering Final inspections will be scheduled by the Building Division.

## **Requirements to Request a TCO:**

- Submit written request on the contractors letterhead stating the reason why a TCO is needed, and listing the following:
  - All outstanding items needing completion to satisfy the permit requirements
  - Dollar value of all labor and material required to complete the job
  - Date when all work is expected to be completed, up to 90 days.
- Submit this form, completed and signed, with the above information to the Inspection's division

**IT WILL TAKE UP TO THREE, (3), DAYS AFTER RECEIPT OF THE ABOVE INFORMATION FOR APPROVAL OR DENIAL OF THE TCO**

## **Upon Approval of the TCO Request:**

- You will be notified by email, fax, or phone, of the outcome
- You may be requested to provide an invoice with back-up documentation for the incomplete work
- You must provide a Cash Bond (by Cashier's Check, Letter of Credit, or Cash) in the dollar amount for the incomplete work
- You must satisfy the \$100.00 TCO fee (one & two family); or \$150.00 TCO fee (multi-family/commercial)
- You must satisfy any outstanding fees related to the project

## **Additional Information:**

- The TCO shall be valid for 90 days from the date of issuance
- Additional fees will be required to be satisfied to extend the TCO for an additional 90 days, prior to expiration
- Failure to complete the work within the time frame specified, or obtain an extension, shall authorize the City to revoke the bond and the certificate. The permit holder's failure to obtain satisfactory final inspections shall be prima facie evidence of failure to complete the work within the time frame specified.

These terms as described above regarding a TCO have been reviewed and accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Job Address

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