



**Town of Longboat Key  
Planning, Zoning and Building Department**

501 Bay Isles Road  
Longboat Key, Florida 34228  
941-316-1966  
941-316-1970 FAX

**TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) APPLICATION**

Application must be completed in its entirety, in ink. Please request required Final or "Partial Final" inspection for area of project proposed for occupancy. Please include a floor plan indicating occupancy area and all means of egress. The required inspections may include any or all of the following: electrical, mechanical, plumbing, gas, building, roof, park/pave, landscape, fire and engineering. All applicable fees must be paid prior to issuance of a Temporary Certificate of Occupancy. This request does not waive any other required local, state or federal permits/approvals.

**Temporary CO Fee: \$530.00**

**ALL FEES (including on associated permits on parcel) MUST BE PAID PRIOR TO THE ISSUANCE OF A TCO**

**OFFICE USE ONLY:**

Permit #: \_\_\_\_\_ Fees Due \_\_\_\_\_ Receipt No. \_\_\_\_\_

**JOB SITE**

PROJECT/COMPLEX NAME (IF ANY): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ UNIT # \_\_\_\_\_

COUNTY:  MANATEE  SARASOTA LOT(s) # \_\_\_\_\_ PARCEL ID #: \_\_\_\_\_

**APPLICANT**

APPLICANT/QUALIFIER NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

STREET/MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_ FAX: # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Describe reason why you are unable to receive your Final CO? (may be attached separately): \_\_\_\_\_

Intended Use (check one) Residential (Single Family)  Residential (Multi Family)  Commercial

Was there a Demolition? Yes  No  If Yes, Demolition Permit #: \_\_\_\_\_

Space Previously Occupied? Yes  No

Number of Floors to be Occupied: \_\_\_\_\_ Which floors will be occupied: \_\_\_\_\_

Total Number of Stories: \_\_\_\_\_ Fire Sprinklers? Yes  No  Fire Alarm System? Yes  No

## AFFIDAVIT

I hereby certify that I have the authority to make the foregoing application and that the application to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations in the Florida Building Code and the Town of Longboat Key Code of Ordinances. I have read and understand the requirements of this application.

Signature of Contractor or Owner/Builder \_\_\_\_\_

Printed/Typed Name \_\_\_\_\_

### NOTARIZATION OF SIGNATURE

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of physical presence  or online notarization , this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ By \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Printed/Stamped Name of Notary Public \_\_\_\_\_

Personally known  OR produced identification  Type of ID \_\_\_\_\_

## INFORMATION AND INSTRUCTIONS FOR TEMPORARY CERTIFICATES OF OCCUPANCY

All new construction, both Residential and Commercial, will require a final Certificate of Occupancy. A Certificate of Occupancy (CO) will be issued when all construction is completed, and all building inspections are approved. In certain circumstances, a Temporary Certificate of Occupancy (TCO) may be approved when the majority of the construction is completed, and only minor issues remain.

**Residential TCO** – allows the homeowner to store furniture or occupy the home for a 30- calendar day period. The CO must be obtained within 30 calendar days from issuance of TCO. The notarized letter (Item 2) must indicate whether the TCO is to store furniture or for occupancy of the residence.

**Commercial TCO** – allows the occupant to occupy the space for the purposes of racking, merchandising, stocking, employee training, and placement of furniture. A TCO DOES NOT allow the company to conduct business.

### Conditions of TCOs for Town Inspected Permits

1. **Minimum processing time for applications (initial reviews) is three (3) business days.** Completed applications may be dropped off or emailed to the address above. Granting TCOs are based upon approval of all departments and agencies that reviewed and approved the original building permit applications. The fee for each TCO application is a non-refundable \$530.00, due and payable prior to processing.
2. A notarized letter (on company letterhead and signed by contractor of record stating the detailed reason for the TCO request must be provided. If the TCO request is from an owner-builder, the notarized letter must be signed by the applicant. The TCO reason must be for a specific and significant hardship. **TCOs will not be allowed for reasons of convenience.** A detailed description of the remaining work, and a reasonable estimate of the time frame for completion of all outstanding items must be included. The planned use of the building during the 30-calendar day period must be detailed. The following statement must be included: **“The Town of Longboat Key will not be held responsible in any form for any damage or liability as a result of the issuance of the TCO.”**
3. TCOs will only be considered when the structure is deemed to be safe to occupy prior to the issuance of a Certificate of Occupancy. All required final inspections of structural, electrical, gas, plumbing, mechanical, and fire systems must be approved and in compliance with technical codes that were in effect at the time of permit issuance.
4. If applicable, backflow preventers must be installed, tested and approved prior to approval for TCO.
5. All fees must be paid in full.
6. An inspector may visit the site and inspect to ensure no life safety issues. For residential TCOs solid waste fees for current month will be added and must be paid prior to issuance of the TCO. Building Division staff will prepare the TCO for signature by the Building Official and notify the permit holder when ready.
7. If issued, a TCO will be effective for a period of 30 calendar days only. An application for a commercial/residential extension must be renewed by the applicant at least 3 business days prior to the current TCO's expiration date, and all extension fees must be paid. An extension request must be in writing, including an explanation for the extension and is not guaranteed to be approved. It is unlawful to occupy a building for purposes other than construction without a current TCO or CO. TCO extension requests must be in letter

form and contain the outstanding items and time frames for completion. Failure to receive a TCO extension will result in enforcement action including, but not limited to, daily running fines.

8. The building official is authorized to notify in writing, suspend or revoke a TCO or CO wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the Florida Building Code. Notification can be done by letter or electronic correspondence via email provided on the application.

**The following additional requirements (as well as the Fire Inspection Requirements) listed below apply to commercial property:**

1. The Engineer of Record must provide a letter, signed and sealed, certifying that the site is safe and ready for occupancy, is substantially complete, and that it complies with all applicable codes protecting the health, safety, and welfare of the public. He or she must indicate the reason for the request and the time frame for completion of all outstanding items. In phased projects, each phase must be able to "stand alone" in the event subsequent phases are never built.
2. Where applicable, a receipt of a letter of acceptance from the FDOT (Florida Department of Transportation) accepting work done in the State Right-Of-Way is required
3. All construction debris must be removed from project site or barricaded for public safety
4. All paving, grading, drainage, and traffic control devices must be complete, including stabilization of all earthen berms as a part of the perimeter buffer
5. Perimeter plantings, including any structural wall or fence, as part of the landscape buffer must be 100% complete where non-residential use abuts residential uses.
6. Any asphalt drive and parking lot must be ready to the "final lift". Concrete drive and parking lots must be complete. All traffic control striping must be complete, including painting for drives and parking (final thermoplastic to be applied upon completion of final lift of asphalt). All signs installed for traffic control and parking must be installed.
7. All life safety, accessibility, and Americans with Disabilities Act (ADA) requirements such as placement of sidewalks and handicap ramps must be completed, inspected, and passed.
8. All storm water facilities and outfall structures must be cleaned, free of debris, and must function.
9. All Utilities infrastructure must be complete, including all easements submitted for review, and all Capacity fees paid
10. Zoning must have completed its review and signed off on the "as-built" drawing for Lighting Plan, Parking, Use and other compliance
11. All code violations associated with the property must be resolved.

**Fire Inspection Requirements:**

All fire and life safety systems shall be inspected and operational prior to issuance of a Temporary Certificate of Occupancy. The Town of Longboat Key Fire Department can be contacted at 941-316-1944.