



CHARLOTTE COUNTY

Community Development

Temporary Certificate of Occupancy (TCO) Procedure (Updated March 2018)

1. The Contractor or Owner-Builder submits a letter to the Building Official requesting a Temporary Certificate of Occupancy (TCO). The letter must include the permit number, contact address and telephone number, the reason(s) for requesting the TCO, along with a list of what yet remains to be completed with the building.
2. Prior to the issuance of a TCO, all required documents (e.g. As-Built Survey, Final FEMA Elevation Certificate) must be submitted and any outstanding fees (e.g. Impact & TCO Fees) relating to the permit must be paid.

TCO Fee Schedule			
Residential		Commercial	
1 st 30 Days:	\$100	1 st 30 Days:	\$200
2 nd 30 Days (60 Days):	\$200	2 nd 30 Days (60 Days):	\$400
3 rd 30 Days (90 Days):	\$300	3 rd 30 Days (90 Days):	\$500
Each 30 Days thereafter:	\$600	Each 30 Days thereafter:	\$900

3. Upon submittal of all required documents and the payment of all outstanding fees, Final Inspections are scheduled (including Zoning, Stormwater and Right-of-Way).
4. Inspectors will reject inspections on “stand-alone” buildings, partially approve inspections on projects that are being constructed “in phases” and make a list of rejections to be made stipulations written on the TCO.
5. If applicable, a Right-Of-Way Bond shall be paid prior to the issuance of a TCO.
6. If applicable, Health Department approval is required prior to the issuance a TCO.
7. If applicable, a Tree Buy Out shall be paid prior to the issuance of a TCO.
8. Signatures of the Community Development Director (commercial only), the Fire Marshall (commercial only) and the Building Official are required on TCOs.
9. It is the responsibility of the Contractor or Owner-Builder to rectify all stipulations listed on the TCO and to call for final inspections prior to the expiration of the TCO. If the work is not completed

within the thirty-day period by the Contractor or Owner-Builder, a 60-day fee (\$200 or \$400) will be posted to the permit. Every 30 days thereafter in which inspections remain outstanding, the next increasing 30-day fee will be added according to the above fee schedule. If the re-inspections are scheduled and are rejected on or after the date of expiration, the additional fees will be applied. Rejections are not considered a bona fide inspection and do not extend the life of the TCO.

10. Upon expiration, or on the 120th day of the TCO, the Building Official is authorized to order the disconnection of temporary electric service or place a hold on the contractor's permitting privileges.
11. Non-compliance with these requirements will result in a referral to the Code Enforcement Magistrate for Owner-Builders and to the Construction Industry Licensing Board for Contractors for final action.
12. TCO's will not be issued for buildouts, remodels or shell buildings.

BUILDING CONSTRUCTION DIVISION

Permits | Inspections | Plans Review | Building Code Enforcement
18400 Murdock Circle | Port Charlotte FL 33948-1074
Phone: 941.743.1201 | Fax: 941.764.4907 | Inspections IVR: 941.833.4086
BuildingConstruction@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov