



# CHARLOTTE COUNTY

## Community Development

### Temporary Certificate of Occupancy (TCO) Procedure (Updated December, 2025)

- In order to request a TCO, all outstanding fees must be paid and all final inspections must be conducted, including zoning, utilities, stormwater, right-of-way, and Health Dept., if applicable. When scheduling final inspections, the contractor should state "for TCO purposes" in the comment section.
- Once final inspections are conducted, the Contractor or Owner-Builder must submit a letter to the Building Official requesting a 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 unfinished work based on final inspection comments.
- If the TCO is approved, it is valid for 30 days and a TCO fee will be due in accordance with the fee schedule below:

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

- 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 stipulations are not completed within the original 30-day period, a TCO extension request will be required to add an additional 30 days in accordance with the fee schedule.
- Upon expiration, or on the 120th day of the TCO, the Building Official may be authorized to order the disconnection of temporary electric service or place a referral to the Code Enforcement Magistrate or Construction Industry Licensing Board for further enforcement action.

**NOTE:** For commercial projects, a Commercial Name Change (CNC) / Change of Occupancy permit is required to attain the Certificate of Occupancy (CO).