



City of Pompano Beach • Bureau of Fire Prevention  
100 West Atlantic Boulevard  
Room 220 Pompano Beach, FL 33060  
Phone: (954) 786-4695  
<http://pompanobeachfl.gov>



## APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY

Before submitting an application for Temporary Certificate of Completion (TCC) or Occupancy (TCO) be sure the following steps are complied with:

1. Complete the Temporary Certificate of Completion (TCC) or Occupancy (TCO) application including the notarized signatures of the qualifying agent and the property owner.
2. Provide the building permit number to the Building Permit & Occupancy Representative who will verify all trade permits have been obtained and will indicate those categories that have not been finalized and the completion holds that have not been released. Trade permits must be obtained for the application to be accepted.
3. The completed original TCC or TCO application must be at the job-site for the inspectors to sign. Request the required pending inspections by calling (954) 786-4695. To request an inspection you need your permit number(s) and three-digit inspection type. For TCC inspection type use 897, and for a TCO inspection type use 887. Requests must be done before 4:00 p.m. the day before the inspection is needed.
4. Phasing plan must be submitted, approved and on-site for the fire inspector's TCC or TCO inspection.
5. Prior to application all life safety systems must be installed and fully operational. This includes but is not limited to the following:
  - a. Fire Sprinkler Systems
  - b. Fire Alarm and Smoke Detection Systems
  - c. Bidirectional Amplification Systems
  - d. Standby Power and/or Emergency Lighting
  - e. Fire Separations including fire doors, fire dampers and fire penetrations
6. Once all inspections are finalized or approved for TCC or TCO and completion holds have been resolved, submit the TCC/TCO application form to the Permit Records Custodian.
7. Florida Building Code (FBC) permits, a TCC/TCO application remains valid as long as the permit is active. Prior to the expiration date, final inspections and a permanent Certificate of Occupancy or Certificate of Completion must be obtained. If finals cannot be obtained prior to the expiration, you may apply for an extension to the TCC/TCO. Please follow the above referenced instructions.
8. A TCO/TCC may be revoked if any action by the contractor, owner or tenant creates any code violation affecting the proper occupancy of the area.
9. Any TCO/TCC that expires without renewal has been revoked and can result in a notice of violation, civil violation and/or disconnection of utility services.

# APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY

LOCATION ADDRESS: \_\_\_\_\_ UNIT # \_\_\_\_\_

SHELL PERMIT # \_\_\_\_\_ INTERIOR PERMIT # \_\_\_\_\_

**REASON FOR TEMPORARY CO:** List below all outstanding work which is to be completed in order to receive all final inspections and a permanent Certificate of Completion or Occupancy. Indicate if outstanding work is for shell or interior.

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

Projected completion date of work \_\_\_\_/\_\_\_\_/\_\_\_\_ Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Please read all instructions and fill in all portions of this application. This application must be submitted to the Department of Regulatory and Economic Resources Permit Records Section and fees must be paid in order for the Temporary CC, CO or extensions to be issued.**

**CONTRACTOR'S AFFIDAVIT:** This is to certify that I am aware of my responsibility to obtain all Final Inspections and to obtain the required permanent CC/CO or an extension of the Temporary CC/CO as described in the attached. Sanctions against my license may be imposed for failure to obtain all necessary finals and the Permanent Certificate of Completion or Occupancy.

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

QUALIFIER: \_\_\_\_\_  
(Print Name)

X: \_\_\_\_\_  
(Qualifier's Signature)

CC# \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

## STATE OF FLORIDA COUNTY OF BROWARD

Sworn to and subscribed before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL) \_\_\_\_\_

Personally known  or produced identification

type of identification \_\_\_\_\_

X \_\_\_\_\_  
(Notary Signature)

## OWNER AFFIDAVIT

I UNDERSTAND THAT MY EXECUTION OF THIS APPLICATION AND AGREEMENT INCLUDES AUTHORIZATION FOR POMPANO BEACH FIRE RESCUE, WITHOUT NOTICE TO ME, FLORIDA POWER & LIGHT OR ANY OTHER ELECTRIC UTILITY COMPANY TO DISCONNECT ELECTRICAL POWER TO THE PROPERTY UPON FAILURE TO OBTAIN ALL FINAL INSPECTIONS AND A PERMANENT CO. I FURTHER UNDERSTAND THAT FAILURE TO OBTAIN FINAL INSPECTIONS AND A PERMANENT CO WILL RESULT IN ADDITIONAL FEES.

\_\_\_\_\_  
(Signature of Owner)

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

## STATE OF FLORIDA COUNTY OF BROWARD

Sworn to and subscribed before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL) \_\_\_\_\_

Personally known  or produced identification

type of identification \_\_\_\_\_

X \_\_\_\_\_  
(Notary Signature)

