

Requests for a Temporary Certificate of Occupancy (TCO) must include a detailed explanation of what portion or portions of the building is deemed ready for occupancy, and/or under what conditions occupancy may be permitted. Requests for a Temporary Certificate of Completion (TCC) must be equally descriptive. The field above may be used for the Private Provider's company logo and contact information.

Date: _____

Attn: Building Official
City of Orlando Permitting Services Division
400 South Orange Avenue
Orlando, FL 32801

Project Name: _____

Project Address: _____

Permit Number: _____

Attn: Building Official,

To the best of my knowledge, belief, and professional judgment, all required inspections have been completed in conformance with the approved plans and applicable codes, except that a portion (or portions) of the scope of work authorized under the aforementioned permit has not been fully completed, and/or conditions exist which have not yet been satisfied, as follows:

[EXPLAIN IN DETAIL] *[Provide a key plan or other graphic as may be necessary or useful to fully describe the approved area(s) of the project for which this TCO/TCC is being requested.]*

I HEREBY ATTEST that to the best of my knowledge, belief and professional judgment, there are no known issues relating to life safety, ADA/FHA of structural conditions which would preclude the issuance of a Temporary Certificate of **[Occupancy or Completion]**.



Respectfully submitted,

(Private Provider's Name)
(License No.)



Seal/Signature/Date