



Building Division  
306 NE 6<sup>th</sup> Ave, Bldg B  
Gainesville, FL 32601  
Ph: 352-334-5050

Email: [building@gainesvillefl.gov](mailto:building@gainesvillefl.gov)

## Temporary Certificate of Occupancy (TCO)

The *building official* is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the *permit*, provided that such portion or portions shall be occupied safely. The *building official* shall set a time period during which the temporary certificate of occupancy is valid. (FBC-B 111.3)

Project Information	
Project Name:	
Building Permit #:	Tax Parcel Number:
Building Address:	

Owner(s) of Record
Name(s):
Mailing Address:
City, State, Zip:
Signature of Owner:

Contractor Information	
Name:	Company Name:
Phone:	Email:
Signature of Contractor:	

Include a letter on your company's letterhead listing the outstanding items required for Certificate of Occupancy (CO), the permit numbers associated with those items, and the estimated completion dates. All other permits not mentioned in the letter **must have approved final inspections** before the TCO can be processed. Please email this completed form and your letter to the building division.

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**Office Use Only:**

_____	_____	_____
Building Official	Date Applied	Expiration Date

Notes: \_\_\_\_\_  
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