



Building Division  
201 SE 3<sup>rd</sup> STREET (Second Floor)  
OCALA, FL 34471  
Phone: (352) 629-8421

## **Certificate of Occupancy, Temporary Certificate of Occupancy, Certificate of Completion**

2020 Florida Building Code, SECTION 111 CERTIFICATE OF OCCUPANCY, [A] 111.1 Use and occupancy. A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

**[A] 111.2 Certificate issued.** After the building official inspects the building or structure and does not find violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner or the owner's authorized agent.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. For buildings and structures in flood hazard areas, a statement that documentation of the as-built lowest floor elevation has been provided and is retained in the records of the authority having jurisdiction.
7. The name of the building official.
8. The edition of the code under which the permit was issued.
9. The use and occupancy, in accordance with the provisions of Chapter 3.
10. The type of construction as defined in Chapter 6.
11. The design occupant load.
12. If an automatic sprinkler system is provided, whether the sprinkler system is required.
13. Any special stipulations and conditions of the building permit.

**[A] 111.3 Temporary occupancy.** 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.

**[A] 111.4 Revocation.** The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

**111.5 Certificate of completion.** A certificate of completion is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy a building, such as shell building, prior to the issuance of a certificate of occupancy.



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The following process has been established for issuing certificate of occupancies, temporary certificate of occupancies, or certificate of completions per the Florida Building Code.

Note: A minimum of 24-hours is required for a CO, TCO, or CC to be completed once application is received.

- Final fire inspection by the Fire Division completed.

Fire Division - (352) 629-8398

- Final building inspection by the Building Division completed, this occurs after all electrical, mechanical, plumbing, or gas final inspections are completed. The final inspections can be conditionally approved with small items outstanding or items agreed on between the contractor and city inspectors for a temporary certificate of occupancy request only.
- Provide all inspection and testing reports for reduced pressure backflow or double check backflow prevention devices, and provide all water line bacteria testing reports to the Building Division prior to placing any water line into service. Double check backflow preventers on a fire line will require tamper switches tied in and operating, chains or locks on the valves, and all other final fire line inspection items to be completed. The fire sprinkler system shall be tested and fully operating, and fire extinguishers in place prior to occupying the building. All gas systems or piping installed shall have a final gas testing certificate submitted and a final inspection completed.
- Site inspection conditions shall be met. Some of the items required by the engineer of record shall be submitted as listed below:

Project completion certification, FDEP water clearance, backflow preventer certification of testing and inspection, as-builts, (Valve tie sheet for each installed valve 2" and larger).

Growth Management, Site Development Coordinator, Site Inspector

Karen Cupp, Development Coordinator, Email: KCupp@Ocalafl.org or Phone: (352) 629-8335

Greg McClellan, Site Inspector, Email: GMcClellan@Ocalafl.org or Phone: (352) 629-8421

**Certificate of Occupancy or Temporary Certificate of Occupancy are provided for the following:** All new construction being occupied residential or commercial. A change in the existing use or occupancy classification of a building or structure or portion thereof. A SUBSTANTIAL IMPROVEMENT, any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. A complete interior build out made by a tenant within a shell building space receives a CO. A shell building only does not receive a CO.

**Certificate of Completion or Letter of Completion can be provided for the following:** When a shell structure is completed, if individual trade systems are completed or minor renovation is completed, and requires release for use and connection to any utility system. Examples: If it requires connection to water, sewer, gas, or electrical utilities, then a CC can be issued.



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**Application**

To: Ocala Building Division, **\*\*Send a PDF copy of this completed form to email: Building@Ocalafl.org**

From: Contractor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Parcel #: \_\_\_\_\_

Permit Number(s): \_\_\_\_\_

**Circle type of document needed:**

**CO – Certificate of Occupancy**

**TCO – Temporary Certificate of Occupancy**

**CC – Certificate of Completion or (Letter of Completion).**

**The following fees apply:**

- TCO – Retail stocking over 50,000 square feet, \$1,000.00 fee.
- CO – All commercial projects, \$75.00 fee.
- CO – All residential projects, \$50.00 fee.
- Additional impact fees may apply prior to certificate of occupancy release.

This application should be submitted only after all required documentation and inspections have been submitted and approved. The required inspections may include any or all of the following: electrical, mechanical, plumbing, gas, building, roofing, parking, landscaping, fire, engineering, utilities. A minimum of 24-hours is required for a CO, TCO, or CC to be completed once application is received.

The undersigned, by signing below does hereby certify that all final inspections, or written approval of the above agencies, have been conducted and approved, and all applicable documentation has been submitted.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_