



# CITY OF WINTER PARK

**BUILDING & PERMITTING SERVICES DEPARTMENT**  
**401 Park Avenue South, Winter Park, Florida 32789**  
**Phone 407-599-3237**  
[permits@cityofwinterpark.org](mailto:permits@cityofwinterpark.org)

## **Temporary Certificates of Occupancy/Completion**

The following actions must be completed prior to obtaining a Temporary Certificate of Occupancy, or a Temporary Certificate of Completion for a building. This will only be issued in unusual or unavoidable circumstances, or other hardship situations as approved by the Building Official.

The contractor must present a letter requesting the Temporary Certificate of Occupancy/Completion indicating the area of the building covered, the reason it is needed, and the final completion date. The letter must also include the permit number and the address of the job. The area which is to be occupied must be totally completed, or a floor plan must be submitted indicating the specific areas requested.

1. All inspection finals from all trades must be completed and approved including building, electrical, mechanical, plumbing, gas, irrigation, termite treatment certificate & Engineering approval (407-599-3329) for residential buildings. Building finals must be conducted last after all other approvals.

For commercial and multi-family buildings, in addition to building and engineering inspections, final approvals must also be obtained by Urban Forestry (Dru Dennison @ 407-599-3325), Police (Stan Locke @ 407-599-3512, where applicable), and Fire Department (Capt. Scott Donovan @ 599-3608). Provide Building Permit sign-off record or other written proof of approvals.

2. The building site must be cleared of all debris, equipment and unused materials or safety hazards.
3. On Threshold Inspection Buildings, the final signed and sealed letter of compliance from the Engineer must be provided.
4. Planning must approve the project for compliance with any required conditions in a development agreement, conditional use or special zoning approval.
5. Certificate of completion (CC) or Temporary CC is required for the building shell and/or site work if the tenant build out is pulled under a separate permit.
6. Any partial approvals from any of the inspections above must be provided to the Building Department & Permit staff before receiving a TCO. **ALL REMAINING ITEMS TO BE COMPLETED MUST BE LISTED IN THE REQUEST WITH THE ESTIMATED COMPLETION DATE. BRING THE LETTER AND COMPLETED BLUE INSPECTION RECORD PLACARD OR MAKE COPY AND BRING TO OFFICE.**
7. A fee for the issuance of the TCO/TCC must be paid prior to receiving a TCO/TCC. Additionally, all other fees due must be paid.

FEE SCHEDULE:	Residential	\$85
	All Others	\$175

8. Failure to schedule the building final inspection prior to the expiration of the TCO and obtain permanent certificate of occupancy/completion will result in termination of electrical service to the building and/or referring the matter to the City Code Enforcement Board for implementing fines for code violations.

Additionally, no hazardous or safety related condition may exist that will endanger occupants of the building or persons on the building site. If you have any questions on this matter please contact this office at 407-599-3237.