

# APPLICATION FOR TEMPORARY CERTIFICATES OF COMPLETION OR OCCUPANCY



**City of Hialeah**  
501 Palm Avenue, 2<sup>nd</sup> Floor  
Hialeah, Florida 33010  
Office: 305.883.5825  
Fax: 305.883.8082  
[www.hialeahfl.gov](http://www.hialeahfl.gov)

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

1. Complete the TCC or TCO application including the notarized signatures of the qualifying agent and the power owner.
2. Provide the building permit number to the building permit representative who will verify that 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 jobsite for the inspectors to sign. Request the required pending inspections by calling 305.883.5825 or by email at [inspections@hialeahfl.gov](mailto:inspections@hialeahfl.gov). To request an inspection you need your permit number; all requests must be done before 3:00 p.m. the day before inspection is needed.
4. Obtain release final or temporary of all completion holds for residential TCC or TCO. For commercial buildings; Fire Department completion holds must have final or temporary release.
5. Once all inspections are finalized or approved for TCC or TCO and completions holds have been resolved, submit the TCC/TCO application form to the Building Department.
6. For 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.
7. A TCO/TCC may be revoked if any action by the contractor, owner or tenant created any code violation affecting the proper occupancy of the area.
8. Any TCO/TCC that expires without renewal has been revoked and can result in a notice of violation, civil violation and/or disconnect of utility services.

**IMPORTANT:** Application must be executed and records verified by the City of Hialeah, Building Department before signed by inspector. See below.

Record Verification made by: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
Permit Record Technician Date

The inspector must approve those categories indicated below for temporary occupancy. Inspectors must verify outstanding work listed and verify that all code provision relating to public safety have been met prior to granting temporary approval.

Permit # \_\_\_\_\_ Shell \_\_\_\_\_ Interior \_\_\_\_\_

| CATEGORIES | SIGNATURES | DATE           | COMMENTS |
|------------|------------|----------------|----------|
| Building   | _____      | ____/____/____ | _____    |
| Roofing    | _____      | ____/____/____ | _____    |
| Electrical | _____      | ____/____/____ | _____    |
| Plumbing   | _____      | ____/____/____ | _____    |
| Mechanical | _____      | ____/____/____ | _____    |
| Fire       | _____      | ____/____/____ | _____    |

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Location Address \_\_\_\_\_ Unit #: \_\_\_\_\_  
Master Permit # \_\_\_\_\_ 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 City of Hialeah, Building Department, 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's Name: \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Qualifier's Signature

License No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**STATE OF FLORIDA COUNTY OF MIAMI-DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known or ID \_\_\_\_\_

X \_\_\_\_\_  
Notary's Signature

**OWNER AFFIDAVIT**

I UNDERSTAND THAT MY EXECUTION OF THIS APPLICATION AND AGREEMENT INCLUDES AUTHORIZATION FOR THE CITY OF HIALEAH, BUILDING DEPARTMENT, TO ORDER, WITHOUT NOTICE TO ME, FLORIDA POWER AND LIGHT COMPANY 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 INSPECTION AND A PERMANENT CO WILL RESULT IN A TICKET BEING ISSUED.

Owner's Name: \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Signature of Owner

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**STATE OF FLORIDA COUNTY OF MIAMI-DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known or ID \_\_\_\_\_

X \_\_\_\_\_  
Notary's Signature