

## **TEMPORARY CERTIFICATE OF 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.

At the discretion of the Building Official, a temporary certificate of occupancy (TCO) can be issued. A temporary certificate of occupancy is an administrative tool that allows a building or portion of a building to be occupied when the building or portion of a building is substantially complete and when the unfinished items do not adversely impact health, safety or welfare. Generally, TCO's are for the purpose of addressing minor issues identified during the final acceptance inspection.

The Building Official shall ensure that the installation of all appropriate safety equipment, conditions, procedures and safeguards designed to protect the health, safety and welfare of the occupants and users of the building or portion of a building and the public, are installed or implemented prior to issuance of a TCO. Appropriate City departments must sign off prior to the TCO being issued. Prerequisite safety equipment, conditions, procedures and safeguards shall include, but not be limited to:

- Health and life-safety systems (Note: installed systems must be fully operational and shall have been tested.)
- Sewer or septic system connection
- Water supply connection or well certification
- Electric utilities connection
- Gas utilities connection
- Elevation certificate in flood plain hazard area
- Where required, an accessible, safe route must be provided, although the accessible route provided under a TCO may be temporary
- Emergency vehicle access

### TO OBTAIN A TEMPORARY CERTIFICATE OF OCCUPANCY:

- Sign-offs from appropriate City inspectors and City departments must be obtained.
- All approved revisions must be picked up by the contractor.
- All outstanding revision and/or reinspection fees must be paid.
- The TCO fee of \$250 (commercial) or \$150 (residential) must be paid.
- The Release and Indemnification Agreement must be signed and presented to the Building Official.
- The actual TCO certificate must be picked up from the Building Division.

There is to be NO occupancy of the building or space until these steps have been completed.

**If you have met all requirements please fill out the attached application and bring the payment to the Building Department Office at City Hall 1776 Independence Lane. If you have any questions you can call 407-539-6248.**

**TEMPORARY CERTIFICATE OF OCCUPANCY RELEASE AND INDEMNIFICATION AGREEMENT**

PERMIT NUMBER \_\_\_\_\_ TENANT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

**RELEASE AND INDEMNIFICATION AGREEMENT – APPLICANT/CONTRACTOR**

As partial consideration for being issued a temporary certificate of occupancy (TCO) by the City of Maitland Building Safety and Code Compliance Division, and pursuant to Sec. 111.3 of Chapter 1, 5<sup>th</sup> edition of the Florida Building Code, the below-signed applicant agrees to release, waive, discharge, indemnify, and hold harmless the City of Maitland and its agents and employees from all liability to myself, my agents, employees, representatives, and assigns, and all owners, occupants, and invitees for all and any loss and claims for damages or injuries to persons or property arising from the expiration, revocation or termination of the TCO and/or the City's actions in bringing the property into compliance with City Codes, including but not limited to the eviction of the occupants. This indemnification shall stand as a personal guaranty to the City.

**APPLICANT/CONTRACTOR** \_\_\_\_\_

Signature

**APPLICANT/CONTRACTOR** \_\_\_\_\_

Print name & title

Name of Corporation (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE AND INDEMNIFICATION AGREEMENT – OCCUPANT**

As partial consideration for being issued a temporary certificate of occupancy (TCO) by the City of Maitland Building Safety and Code Compliance Division, and pursuant to Sec. 111.3 of Chapter 1, 5<sup>th</sup> edition of the Florida Building Code, the below-signed occupant agrees to release, waive, discharge, indemnify, and hold harmless the City of Maitland and its agents and employees from all liability to myself, my agents, employees, representatives, and assigns, and all owners, occupants, and invitees for all and any loss and claims for damages or injuries to persons or property arising from the expiration, revocation or termination of the TCO and/or the City's actions in bringing the property into compliance with City Codes, including but not limited to the eviction of the occupants. This indemnification shall stand as a personal guaranty to the City.

**OCCUPANT** \_\_\_\_\_

Signature

**OCCUPANT** \_\_\_\_\_

Print name & title

Name of Corporation (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MAITLAND** \_\_\_\_\_

Signature

**CITY OF MAITLAND** \_\_\_\_\_

Print name & title

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