



TEMPORARY/PARTIAL CO REQUEST PROCEDURES

Please submit one (1) original request letter on the General Contractor's company letterhead, signed by the Qualifier.

The following information must be included on the request letter:

- Master permit number
- Property address
- Purpose of the TCO or PCO example; "To Fully Occupy", "To Move in Furniture", "Stocking and Training Purposes".
- Describe all outstanding conditions and why they are not complete at this time.
- Expected date of completion for each item listed.
- Partial CO requests must include two (2) drawings. Highlight the area of the building you are requesting to occupy.

The following items must be submitted along with the TCO/PCO request letters: (if applicable)

- Original Certificate of Insulation (if applicable)
- Original Certificate of Final Soil Treatment for Termite Protection (if applicable)
- Broward County Development and Environmental Regulation Division (DER) approval letter (ONLY if plans are stamped "Conditional".)
- Soil Compaction Letter with original density reports. (if applicable)
- Broward County Elevator Inspection Report-(If applicable)
- Signed and sealed Certificate of Compliance from special inspector required per FBC 109.11.7 for all projects that have a special inspector. (if applicable)
- Check made out to City of Coral Springs:
(Residential) \$60 per 30 Days.
(Commercial) \$120 for day 1- 30, \$245 for day 31 – 60, and \$305 for day 61 – 90.

****Please be advised that the Final Survey and the Final Elevation Certificate must be approved prior to requesting a TCO or PCO. (if applicable)**

Once the request letter is approved, the TCO/PCO inspections will be scheduled for the following business day. An approved PCO plan must be on site for the inspection. The TCO will be issued the same day, if inspection results are in by 3 PM. Monday thru Thursday or 1 PM on Friday, otherwise the TCO will be issued on the next business day. The contractor will be notified when the TCO or PCO is ready. Please contact the Coral Springs Building Division at 954-344-1025 if you have any questions.