



BUILDING DEPARTMENT

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Temporary Certificate of Occupancy (TCO) Request Policy

“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.”

When requesting the TCO, the project should be as close to being completed as possible. The purpose of a TCO is to allow occupancy while addressing a *minor* amount of completion items, so that once completed, a Certificate of Occupancy would be granted.

All final inspections associated with the permit must be performed. After the final inspections have been performed, a Preliminary TCO inspection may be scheduled through the portal. The Preliminary TCO inspection approval requirements are that all finals have been performed, all outstanding fees have been paid, including fees for outside agencies, and all checklist items on the permit record are marked as approved or not applicable. Upon this approval, the other City Departments will have a review populated in the IMS portal.

The contractor will want to reach out to these departments and schedule final inspections with them:

City of Palm Bay Land Development (321) 733-3042

City of Palm Bay Public Works (321) 952-3403

City of Palm Bay Utilities (321) 952-3410

After all reviews/inspections have been completed, a [Request for a TCO](#) may be uploaded into the permit record. This request should outline the remaining items and the date these will be completed by. If any life/safety issues exist, the request will be denied. All departments must provide approval for a TCO to be issued by the Building Department.

All documents are required to be submitted electronically through the IMS portal directly to the permit record. The portal is a web-based system for the permit and all required information must be entered. To apply for a permit, you must register on the IMS portal. To learn how to register, please follow this link: [IMS Instructional Videos | City of Palm Bay, FL \(palmbayfl.gov\)](#). For assistance on this and other IMS questions please contact our office.

Note: Additional documents may be required upon request by the Building Official.