



Temporary Certificates of Occupancy/Completion

Office of Building Services
315 West Main St., Tavares, FL 32778 · PO Box 7800
Phone (352)343-9653 · Website www.lakecountyfl.gov

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.

For residential buildings, (one and two family dwellings and townhouses.) All inspection finals from all trades must be completed and approved including building, electrical, mechanical, plumbing, gas, irrigation, termite treatment certificate, Fire Prevention, & approved inspections by other County Departments as required. 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 from the Health Department, Public Works, and Fire Prevention as well as the Fire Department. Provide Building Permit sign-off record or other written proof of approvals.

1. The building site must be cleared of all debris, equipment and unused materials or safety hazards
2. On Threshold Inspection Buildings, the final signed and sealed letter of compliance from the Engineer must be provided, reviewed, and accepted
3. Planning must approve the project for compliance with any required conditions in a development agreement, conditional use, or special zoning approval
4. 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
5. Any partial approvals from any of the inspections above must be provided to the Building Department & Permit staff before receiving a TCO
6. A TCO may be issued for stocking or training before a structure is open to the public

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. TCO/TCC Fee: Per fee schedule.

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 Lake County Board of Examiners. 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 352-343-9653 Ext 5.