



Temporary Certificate of Occupancy Application

One Fourth Street North
St. Petersburg, FL 33701
(727) 893-7231

Date _____

Project Address: _____

Project Name: _____

Applicant Name: _____ Phone Number: _____

Owner Name: _____

E-Mail: _____

Permit Number: _____

Reason for Temporary Certificate of Occupancy request: _____

Please request required Final or "Partial Final" inspection for area of project proposed for occupancy. Please include a floor plan indicating occupancy area and all means of egress. The required inspections may include any or all of the following: electrical, mechanical, plumbing, gas, building, roof, park/pave, landscape, fire, and engineering. All applicable fees must be paid prior to issuance of a Temporary Certificate of Occupancy.

To schedule inspections, please either call 727-893-4101 or schedule on-line at <https://actiononline.stpete.org/Click2GovBP/Index.jsp>. A notice of two (2) business days is typically required to process your application. Larger projects may require additional time.

The contractor is responsible for the Final/Partial Final inspection(s) or written approval of all applicable agencies including but not limited to: Historic Preservation, Zoning, Engineering, Fire, and Development Review Services prior to the issuance of a Temporary Certificate of Occupancy.

The undersigned, by signing below, does hereby certify that all Final or Partial Final inspections, or written approval of the above agencies, have been scheduled and all applicable documentation has been submitted.

Signature

Printed Name

Construction Services & Permitting Department
One Fourth Street North, 1st Floor, St. Petersburg, Florida 33701
E-mail: permits@stpete.org
Fax: 727-892-5447

Commercial

New commercial buildings or change of use: \$200 per unit (first 90 days)
\$200 per each additional 30 days

Checklist for Certificate of Occupancy (if applicable)

- _____ Parcels and/or addresses assigned.
- _____ Approval from Engineering, Zoning and Historic Preservation.
- _____ All final (building, fire sprinklers, fire alarms, fire, plumbing, electrical, mechanical, gas, roof, parking, paving, landscape) inspections scheduled or approved.
- _____ An as-built survey (Engineering).
- _____ R.O.W. improvement one-year guarantee.
- _____ Final certificate of elevation or certificate of flood proofing provided.
- _____ Final threshold report provided.
- _____ All fees including outstanding sewer impact and transportation impact fees paid.

Single Family Residence

Single family or duplex residential: \$75

Checklist for Certificate of Occupancy

- _____ Parcels and/or addresses assigned.
- _____ All final (building, plumbing, electrical, mechanical, gas, roof) inspections scheduled or approved.
- _____ A final survey.
- _____ Site drainage letter.
- _____ Certificate of elevation (when applicable) provided.
- _____ All fees including outstanding sewer impact and transportation impact fees paid.
- _____ If part of a master plan project, Engineering approval is required.

Inspection results and outstanding fees can be viewed on-line at
<https://actiononline.stpete.org/Click2GovBP/Index.jsp>