



Construction Services & Permitting

Temporary Certificate of Occupancy Application

Revised July 10, 2024

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

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. All applications must be accompanied by a letter signed by the permit holder unless the property is under contract to be sold, then the owner under contract is to sign the letter (see sample letter attached). The required inspections may include any or all 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 will 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: corequest@stpete.org

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 (if applicable)
- All final or partial final (building, fire sprinklers, fire alarms, fire, plumbing, electrical, mechanical, gas, roof, park/pave, landscape) inspections scheduled and approved.
- Final survey showing building setbacks, all site hardscape improvements, site drainage per City Standards and Erosion Control (Survey must be digitally signed and sealed or an original signed hard copy can be delivered in office)
- As built drawings for sidewalk-infrastructure & stormwater treatment system
- Final Certificate of Elevation (Flood Zones) & Floodproofing Certificate (if applicable)
- Threshold report (if applicable)
- All fees including outstanding sewer impact and transportation impact fees paid.
- Elevator Certificates (if applicable)
- All applications must be accompanied by a letter on the contractor's letter head that is signed by the property owner or prospective property owner if the property is under contract to be sold, (see sample letter attached).

Single Family Residence

Single family or duplex residential - \$75

Checklist for Certificate of Occupancy

- Parcels and/or addresses assigned.
- All final or partial final (building, plumbing, electrical, mechanical, gas, roof) inspections scheduled and approved.
- Final survey showing building setbacks, all site hardscape improvements, site drainage per City Standards and Erosion Control (Survey must be digitally signed and sealed or an original signed hard copy can be delivered in office)
- Approval from Zoning and Historic Preservation (if applicable)
- Final Certificate of Elevation (Flood Zones) and recorded Non-Conversion Agreement (if applicable)
- All fees including outstanding sewer impact and transportation impact fees paid
- If part of a master plan project, Engineering approval is required
- Passed Blower Door Test
- If private provider inspections were utilized, a Drainage inspection, Zoning inspection, and FEMA Compliance inspection (Flood Zones) completed by City inspectors.
- All applications must be accompanied by a letter on the contractor's letter head that is signed by the property owner or prospective property owner if the property is under contract to be sold, (see sample letter attached).

Inspection results and outstanding fees can be viewed on-line at:

<https://actiononline.stpete.org/Click2GovBP>

SAMPLE TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST LETTER

(Add your letterhead)

Date:

City of St. Petersburg
Don Tyre, Building Official
One Fourth St North
St. Petersburg, FL 33701

Re: Temporary Occupancy of _____
(Site Address)

Mr. Tyre,

This letter is to request permission for temporary occupancy at the above-mentioned address by (Name of Occupant) prior to final inspection and issuance of a Certificate of Occupancy. Temporary occupancy is requested for the purpose of (Reason for Request). It is understood that the city of St. Petersburg will be held harmless for any injuries and/or damages sustained by the occupants or their possessions while under temporary occupancy status. It is agreed that approval covers the reason or reasons listed above. Any occupancy beyond this scope will be considered non-compliance and temporary power will be disconnected.

The remaining work to be done includes (List Remaining Construction), which has an estimated completion date of (Estimated Completion Date). (Name of Contractor) acknowledge responsibility for obtaining all final inspections on this project and making application for final Certificate of Occupancy.

Both the tenant and (Name of Contractor) are aware that permanent power will not be released until a Certificate of Occupancy is issued. Both parties are also aware that temporary power will be disconnected if final inspections and a Certificate of Occupancy are not obtained.

(Name of Contractor) assumes sole responsibility for any liability as a result of early occupancy of this building and agrees that failure to obtain all final inspections subjects this company to a complaint being filed against the contractor's license by the City of St Petersburg. Likewise, the tenant understands that the contractor's failure to obtain final inspections subjects the property to complaints being filed with the City Code Compliance Department.

Sincerely,

STATE OF FLORIDA

COUNTY OF _____

The above document was signed before me this _____ day of _____, 20_____

by _____ who is personally known or has produced identification # _____