

Community Development Department  
1776 Independence Lane, 2nd Floor  
Maitland, Florida 32751



Date: \_\_\_\_\_

TCO Fees and extensions can be found  
at [www.itsmymaitland.com](http://www.itsmymaitland.com) per  
Resolution 19-2023, adopted 11/2023.

## Application for Temporary Certificate of Occupancy or TCO Extension

Permit Number: \_\_\_\_\_ ☐ New TCO ☐ TCO Extension

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Select one: ☐ Stocking ☐ Training ☐ Stocking & Training ☐ Business Operations

Provide a detailed explanation for the TCO request below.

Specify all areas of access to be included:

Initial \_\_\_\_\_ 1. The City of Maitland allows issuance of Temporary Certificate of Occupancy (TCO) to use a portion or portions of a structure prior to the completion of the entire structure if the Building Official finds that no substantial hazard will result, and the portion(s) comply with the provisions of the technical codes and other applicable standards. TCOs are subject to the conditions as deemed appropriate by City of Maitland. A processing fee must accompany this request and any re-inspection fees and/or impact fees must be paid prior to the submittal of the TCO request. This form is to be signed by the Contractor of Record only; powers of attorney are not accepted.

Initial \_\_\_\_\_ 2. City of Maitland Building Department may suspend or revoke the TCO if it is determined that the building is in violation of any City code(s) or regulation(s). TCOs are issued for a period of 30 days. If after the 30-day TCO period, the project has not passed final inspections, a TCO extension must be submitted along with an explanation. All TCO applications and extensions must be reviewed by all applicable divisions/departments. TCO Extensions will also require a processing fee.

**CONTRACTOR'S AFFIDAVIT:** I hereby certify that I am aware of my responsibility to obtain all final Inspections and to obtain the required permanent Certificate of Occupancy or an extension of this TCO by the end of the 30-day period. I understand that sanctions against my license may be imposed for violations of these provisions.

Contractor Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Notary Public, State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before

me on \_\_\_\_\_ by \_\_\_\_\_

by means of ☐ physical presence or ☐ online  
notarization, who is personally known to me or has  
produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

**Notarized Owner Signature only required for Business Operations**

Notary Public, State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before

me on \_\_\_\_\_ by \_\_\_\_\_

by means of ☐ physical presence or ☐ online  
notarization, who is personally known to me or has  
produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Notary Seal

Notary Seal