



# BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C  
Orlando, FL. 32809  
Ph# 407-317-3794 Fax# 407-317-3950

## REQUEST FOR FULL OR TEMPORARY CERTIFICATE OF OCCUPANCY

Project Name: \_\_\_\_\_

Contact Name and Phone #: \_\_\_\_\_

**All Life/Safety and Sanitation items shall be complete and approved for occupancy of any type to occur.**

Full Certificate of Occupancy

Temporary or Partial Certificate of Occupancy

**The following information is required for each permit associated with the project.  
Both pages 1 & 2 shall be submitted for each request.**

Permit Type	Permit Number	Date of Final Inspection	Required Documents
Building			SEE PAGE 2
IT			
Fire Sprinkler			NFPA 13 Form
Fire Alarm			NFPA 72 Form
Plumbing			Bacteriological Test Results for Water Piping
Mechanical			Test and Balance Report
Electrical			
Security System			
Communication System			
Kitchen Hood Suppression			Certification of Compliance with Manufacturer Installation Requirements
Canopy Walkway			
Canopy Lighting			
Irrigation			
Lightning Protection			UL Master Label
Roofing			
Site			Fire lines require Contractor's Material and Test Certificate for Underground Piping Certificate and Flush & Flow Reports
Energy Management			Verification that these HVAC systems are under the control of the OCPS Energy Management Department required.
Fire Alarm Monitoring			

Building Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_



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**REQUIRED INFORMATION:** (Request cannot be processed without the following information)

Construction Type: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Occupant Load: \_\_\_\_\_

Description of Each Structure: (Example: Gymnasium, Portable, Cafeteria, etc.)

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Portable and Modular classroom buildings must show square footage for each unit and construction types shall be shown for each unit along with serial number(s).

Attach a list of all items not completed at the time for Temporary Certificate of Occupancy and a date of expected completion of these items.

**Please submit your request for Certificate of Occupancy or Certificate of Temporary Occupancy forms to BCCO via email to [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net). The appropriate inspection step must be requested in MyGov and the request form plus any documents must also be uploaded to the inspection step when requested.**

**Please include all related completed documents including the preliminary or final test and balance report, DEP and DER clearance for all potable water and sanitary systems, clearance from water management district or a letter from the civil engineer of record if the system is incomplete due to phasing operations verifying that the utility systems meet all state and local requirements, bacteriological reports for potable water, all test and record of completion forms from NFPA 24 for underground and above ground fire sprinkler installations and NFPA 72 for the fire alarm system installation, certification of termite treatment, state elevator inspection certificate and all other test reports and completion documents.**