City of Jacksonville
Planning and Development
Building Inspection Division

Permit #:

OFFICE USE ONLY

Approved by: _____

Compliance date: _____

Application for: (*check one*)

- ☐ Temporary Certificate of Occupancy (TCO)
- ☐ Partial Certificate of Occupancy (PCO)
- ☐ Permission to Stock and Train (PST)

- For **Permission to Stock and Train** (**PST**), only the contractor and the owner's/tenant's personnel and those necessary to set up business are allowed to occupy to work area; the facility is not allowed to open for business.
- A **Partial Certificate of Occupancy** (**PCO**) certifies that a specific area of a project has been 100% inspected and allowed to open for its intended use. There can be no unresolved inspection issues within this specified space.
- A **Temporary Certificate of Occupancy** (**TCO**) allows a facility/work area to be opened for its intended use for a specified time due to one or more unresolved inspection issues. A **TCO** may be requested for the complete project or a specific area. A **TCO** will not be issued if any Life Safety issues are unresolved.

Contractor:_____ City ID #:_____

Address of Project:_____

Requested By:_____

Reason for Request:_____

_____

_____

List All Outstanding Issues:_____

_____

If Application is for TCO, Requested length of TCO: ☐ 30 days ☐ 60 days ☐ 90 days

If Application is for PCO, Define Specific area to be covered by PCO: _____

_____

Outstanding Associated Permits (i.e., M-12-123456.001)	Inspector's Approval/Signature
_____-_____-_____	_____
_____-_____-_____	_____
_____-_____-_____	_____
_____-_____-_____	_____
Landscape Inspector	_____
Fire Marshall	_____

Instructions: Complete Application. Schedule MEP/Landscape/Fire Marshall TCO inspections as needed to obtain approvals. ***Do not bring form to office for these signatures.*** Bring completed form, with required signature for each open associated permit, to the Building Inspection Supervisor for application approval along with required fee ($150.00 Commercial; $100.00 Residential). If approved, the inspection will be scheduled the following business day.