



**TOWN OF PEMBROKE PARK**  
3150 SW 52 AVE  
PEMBROKE PARK, FL 33023  
954-966-4600 Ext 211/227 • 954-966-5310 (FAX)

**TEMPORARY CO REQUEST PROCEDURES:**

Permit Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

The contractor must submit two (2) original request letters on the General Contractor's letterhead, signed by the Qualifier. Please include the following information on the Temporary CO Request:

- Master permit number
- Property address
- Purpose of the TCO example; "To Fully Occupy", "To Move in Furniture", "Stocking, and Training Purposes".
- Describe all outstanding conditions and why they are not complete at this time.
- Expected date of completion.
- TCO requests must include two (2) drawings, highlighting the area of the building you are requesting to occupy.

The following items must be submitted along with the TCO request letter(s):

- A check payable to Town of Pembroke Park- fees are as follows: minimum \$75.00 or 5% per sq. ft.
- Original Certificate of Insulation
- Energy Level Display Card – **(Residential Buildings Only)**
- Broward County Development & Environmental Regulation Division (DER) approval letter ONLY if plans are stamped "Conditional".
- Soil Compaction Letter with original density reports or Pile Log with location map if structure is built on pilings.
- Broward County Elevator Inspection Report **(If applicable)**
- Signed & sealed Certificate of Compliance from special inspector required per FBC 109.11.7 for all projects that have a special inspector.

**\*\* Please be advised that the Final Survey & Final Elevation Certificate must be approved prior to requesting a TCO \*\*.**

If the request is approved, the TCO inspections will be scheduled. The contractor will be called to pick up one of the accepted request letters to post on the job site. The inspectors will initial the posted letter if the inspector has passes the inspection. Once all of the inspectors have signed the request letter, please return the letter to the Building Department. Please contact the Building Department with any questions or instructions with this form.

\_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Name

Phone Number

Email