



Construction Services Division

1400 N. Boulevard
Tampa, FL 33607
Phone: (813) 274-3100
Fax: (813) 259-1712
www.tampagov.net/permits

MEETING INVITATION

Date _____

SUBJECT:

Pre-Final Inspection Meeting for _____

Now that your construction projects have progressed significantly toward the stages of completion, experience has shown that pre-final meetings will give you Valuable information in helping to successfully obtain your final inspections and certificate of occupancy.

In order for this to be a successful and productive meeting, the attendance of the following people is essential: Special (threshold) Inspector, Engineer of Record, General Contractor(s) and Subcontractors such as Mechanical, Electrical, Plumbing, Site, Fire Alarm, Fire Sprinkler and their and their representatives. Successful communication leads to the successful completion of your project.

Meeting Date: _____

Location _____

Time: _____

Thank you for your cooperation.

**Construction Services Division**

1400 N. Boulevard
Tampa, FL 33607
Office Hours: 8:00 am - 4:30 pm
Phone: (813) 274-3100
Fax: (813) 259-1712
www.tampagov.net/permits

MEETING AGENDA

Date _____

Subject:

Pre-Final Inspection Meeting for

Meeting Facilitator:

1. Welcome and Introductions
2. Construction Services Division Staff Organizational Chart
3. Review of construction project closeout schedule
4. Review of Final Inspection requirements and functional test procedures
5. Required Inspection submittals, reports and certificates (when applicable)
6. Procedure for Temporary Use Authorization and Conditional (Temporary Certificate of Occupancy)
7. Question?



MEETING AGENDA

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Introduction of CSD Staff

Inspectors Assigned to your Project

Site: _____

Building: _____

Electrical: _____

Mechanical: _____

Plumbing: _____

Fire: _____

Inspections Supervisors

Bob Bass, Chief Construction Inspector (813) 274-3100 ext 3163

James Stephens, Construction Inspector Supervisor (813) 274-3100 ext 3164

Bob McNeill, Construction Inspector Supervisor (813) 274-3100 ext 3174



Required Inspection submittals, reports, and certificates (when applicable):

1. Site: R/W as build drawings
A final approval and releases must be obtained **from the Department of Transportation** prior to issuing C.O.
2. Building: Final threshold certification
Flood elevation certification
Final steel erection certification
Interior finish materials
3. Electrical: Early Electrical release
4. Mechanical: Test and balance report for smoke removal system
5. Plumbing/Gas: Bacterial Test
Water Department release / EPC release
Backflow Prevention
6. Fire: Refer to fire section

Final Inspection Guide

The following is a listing of final inspection requirements for commercial construction projects. The list is intended to itemize the more basic provisions but may not include every required inspection on any given project. **Always check with your project Inspector for specific details.** For purposes of this information, a commercial construction project is defined as the construction of any building other than a one or two family dwelling. For more information, please contact the Construction Services Division at 813-274-3100. To check on the status of your inspection(s), go to <http://www.tampagov.net> under *Construction Permit* link. You will need the project address, permit number or parcel ID number to be able to access information.

SITE FINAL INSPECTION

1. A partial inspection can be requested for landscaping material approval. All required trees planted on site (see plans for size), in good health. Tree cannot be planted where it will block drainage or in any manner that will cause a problem at a later time.
2. A partial inspection can be requested as a pre-sod approval. All paving must be in place, all required gutters, downspouts, swales, retention ponds, vaults, underdrains, infiltrator systems, control structures, and any other required drainage features. All site grading and elevations must be as shown on the approved plans and all sod must be in place. An Engineers Certification is required on all engineered projects and as-built drawings are required for any work performed in the right of way.
3. After parking lot striping is in place, driveways, sidewalks, culverts, headwalls, mitred end sections, right of way restoration and any other improvements in the right of way are completed.
4. Release from Parks Department (if applicable)
5. Release from all Overlays and special District holds.

BUILDING SHELL INSPECTION

1. Substantial completion of all Life Safety (Egress, Fire Alarm, Sprinkler, Stair well pressurization)
2. Site substantial complete Ingress / Egress (sidewalks, driveways, etc.)
3. Scenario completion (if applicable).

BUILDING FINAL INSPECTION

1. The building or structure must be substantially complete and ready for occupancy, or the work for which the permit is required, must be complete.
2. All Life safety systems and accessories must be in place and functional (see Fire Marshal section).
3. All required firestopping and draftstopping must be installed, i.e. penetrations, vertical/horizontal assemblies, smoke walls, fire door assemblies, etc.
4. All stairs, handrails and guardrails complete.
5. Attic and crawl space access and ventilation must be completed.
6. Attic insulation must be completed and certificate of insulation displayed.
7. All ramps, facilities and accessories to accommodate the handicapped must be in place.
8. Post address as required.
9. All refuse bin/container screening enclosure(s) must be installed and accessible.

ELECTRICAL FINAL INSPECTION

Electrical Service Inspection

1. Conduit for overhead/underground service must be properly attached. Watherhead must have raincaps with conductors having proper drip loop.
2. Meter can must have a lighting arrestor, and the service must be properly grounded.
3. Thru-roof risers must have a weather proof boot installed.

Temporary Power

1. Submit written request for release of temporary power for testing of equipment.
2. Building must be relatively weathertight.
3. Electrical panels and rooms must be secure.
4. All fees must be paid.
5. Verify that "Test Power" is placed on comment column, when requesting inspection.

General Final Inspection

1. Submit written request for release of temporary power for testing of equipment.
2. All panels must have breakers installed, and have covers installed with all circuits labeled.

MECHANICAL FINAL INSPECTION

Final Inspection

1. Grills installed.
2. All equipment installed.
3. All pressurization and smoke removal systems are operational.
4. Fire and smoke sensors operational.
5. Fire and smoke dampers complete and operational.
6. Duct chases are complete
7. Gas vents to be connected to appliances.
8. Electrical disconnects installed.

Pressure Test Inspection

1. Condenser water, chilled water, hot water or steam piping with associated valves and gauges are pressurized.

Hood Final Inspection

1. Hood is installed and connected to duct.
2. Firedampers and access doors (when required) are installed.
3. Grease filters are installed.
4. Fans or blowers are installed.
5. Fire suppression system is installed.

Refrigeration System Inspection

1. Box assembly completed.
2. Blower and coils installed.
3. Electrical disconnects installed.
4. Condensate drains complete.
5. Condensing unit installed.

PLUMBING FINAL INSPECTION

General Final Inspection

1. All fixtures must be installed connected to the water and sewer systems in proper working order.
2. All housebibs must have a non-removable vacuum breaker.
3. All inspections have passed up to final stage. The site utilities and irrigation must be final too.



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Sewer Inspection

1. All piping must be in place, under proper test and properly supported. Excavations are to be left uncovered until the inspection is made and passed.
2. All cleanouts must be properly installed, and the line must be closed off and filled with water to check for leaks.

Irrigation Inspection

1. Backflow preventer and rain check must be properly installed, and piping must be in place to pass final inspection.

Commercial Site Utilities, Distribution and Collection Systems

1. Final testing on sanitary, storm, and water distribution.

NATURAL GAS FINAL INSPECTION

After the fixtures have been set, a manometer test and final should be called before the fixtures are in operation. If any of the fixtures or appliances requiring immediate service, then contact your local gas company.

FIRE MARSHAL INSPECTION

All inspection requests shall be done through the automated system. Any inspection requiring a specific time or date for either testing or walk through must be scheduled with the inspector. Calling on the computer line does not guarantee a next day inspection by the Fire Inspector. All permits require at least a final inspection.

Note: Contractor or designee of the permit shall be present for the inspection.

Fire Alarm Inspection

1. All appliances must be installed and pre-tested by certified contractor prior to required inspection.
2. Artificial smoke, magnets, ladders, radios, etc. ...must be provided for proper testing of equipment.
3. Approved plans and certification papers must be on site.

Fire Protection Inspection

1. If underground is installed, hydrostatic testing with exposed piping joints is required. Have approved plans and certification papers on site.
2. New overhead installations greater than twenty (20) heads, pipe is required to be exposed for rough-in and hydrostatic testing.
3. Any relocation or addition of existing heads requires a permit. Twenty (20) heads or less may apply for an express permit.

Fire Suppression Inspection

1. Functional test is required for final approval.
2. Gas/electric must be turned on.
3. Coordination with fire alarm contractor is required if fire alarm is a part of the project or existing.

Final Inspection

1. All life safety features must be in place and functional.
2. If applicable, fire alarm protection and fire suppression must have been previously tested and approved.
3. Fire walls are exposed marked and penetrations properly sealed with fire rated caulking.
4. Fire extinguisher must be tagged and hung.
5. Approved plans must be on site.



Obtaining Temporary Use Authorization

The General Contractor may obtain the temporary release of designated areas of a commercial project, prior to the issuance of a Certificate of Occupancy. The use of those designated areas will be solely for the training of personnel and the installation of the Owner's equipment and furnishings.

Notes:

1. A Temporary Use Authorization does not apply to single or multi-unit residential projects
2. Owner's personnel are those people who work full time for the Owners, or have been hired by the Owner on a temporary basis for the express purpose of assisting with the move-in and start-up operation.

Procedures:

1. The Owner and General Contractor shall submit a letter to the Chief Construction Inspector or the Fire Marshal, requesting a Temporary Use Authorization of designated areas of the commercial project. The letter shall contain the following information:
 - a. Project Name
 - b. Project Address
 - c. Permit Number
 - d. A description and/or floor layout of the areas for which the temporary use is requested.
 - e. Reason for the request (i.e. install shelving, train employees, install owner equipment, etc.)
 - f. Anticipated date the areas will be ready for inspection.
2. The Owner and General Contractor shall submit a ***Hold Harmless waiver of liability statement*** to the Chief Construction Inspector. Additional inspection forms can be found at: http://www.tampagov.net/dept_Construction_Services/ under *Documents and Forms* link.
3. Upon receipt of the request letter, a Construction Inspector and Fire Inspector shall inspect the designated areas of the building to determine if they are safe to occupy under the temporary use occupancy.
4. Upon inspection approvals, the Chief Construction Inspector will authorize the use of designated areas. The use shall be predicated upon any special requirements issued by the use occupancy.
5. Applicable fees will be due at time of approval.

Note: Should any other areas be occupied by the Owner's personnel, or should specific areas be used for purposes other than were authorized, then these areas will be ordered to be vacated; twenty-four (24) hours notice given to the Contractor to clear all unauthorized personnel, equipment, and/or perishable items from the building; and Tampa Electric Company will be notified to remove electrical power from the building.

Print Form



Construction Services Division

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Hold Harmless Form

Section 1

General Information

WHEREAS, _____ hereinafter referred to as _____, is performing construction work on the property legally described as: _____

WHOSE address is _____ Project # _____ hereinafter referred to as "PROPERTY".

NOW, THEREFORE, _____, in consideration of issuance of the _____ for certain work on the PROPERTY, does hereby agree as follows:

1. That _____ his heirs, assigns and successors in interest, waive, renounce relinquish, absolve, and discharge the City of Tampa from any and all liability for personal injury and property damage which may result from the issuance of the _____ for certain work on the PROPERTY is later found to be wrongful or negligent.
2. That _____ shall defend, hold harmless, and indemnify the City of Tampa from and against all liability, loss, claims, damages, costs, attorney's fees and expenses of whatever kind or nature which the City of Tampa may sustain, suffer, incur or be required to pay, by reason of the issuance of the _____ for certain work on the PROPERTY even if the issuance of the _____ for certain work on the PROPERTY is later found to be wrongful or negligent.

Section 2

Signed, Sealed and delivered in the presence of:

Witness _____ Contractor _____

Witness _____ Date _____

State of Florida:
County of Hillsborough:

BEFORE ME personally appeared _____ to me well known and known to me be the person(s) described in and who executed the foregoing instrument, and acknowledged to me and before me that he/ she/ they executed said instrument for the purpose therein expressed.

WITNESS my hand and official seal, this _____ Day of, _____ 20 _____ .

NOTARY PUBLIC

State of Florida _____

Hold Harmless Waiver of Liability

Obtaining Temporary Certificate of Occupancy

1. Obtain an application for Temporary Certificate of Occupancy (TCO), and provide the following information:
 - 1.1 Complete the job address and project number.
 - 1.2 List of corrections and items that must be completed.
 - 1.3 Acknowledgement that all work will be completed and approved by the City within thirty (30) days of the issuance of the TCO.
 - 1.4 Owner or tenant, and contractor license holder must sign this form, and the signatures must be notarized.
2. Provide the following information as a separate document:
 - 2.1 Statement of hardship as to the need for the TCO, and what measures will be taken to provide an equivalent level of safety during the conditional time period.
3. Submit completed form(s) with the attachments to:
Construction Services Center (CSC)
Inspectional Services
1400 N. Boulevard, 3rd Floor
Tampa, Fl 33607
(813) 274-3100
4. Allow 48 hours for processing.
5. Person requesting the TCO will be contacted as to the approval or disapproval of the application.
6. If approved, TCO will be issue after payment of all fees is received.

Note: Secure Fire Marshal signature (if required) before presenting to CSC

Additional information can be found at: http://www.tampagov.net/dept_Construction_Services/ under *Documents and Forms* link.




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Print Form

 Construction Services Division 1400 N. Boulevard Tampa, FL 33607 Phone: (813) 274-3100 Fax: (813) 259-1712 www.tampagov.net/permits	Procedures and Fees for Obtaining a Temporary Certificate of Occupancy
<ol style="list-style-type: none">General Contractor shall make sure final inspections have been made on all permits.Obtain an application for Temporary Certificate of Occupancy, and provide the following information:<ol style="list-style-type: none">Complete the job address and project number.List of corrections and items that must be completed.Acknowledgement that all work will be completed and approved by the City within thirty (30) days of the issuance of the Temporary Certificate of Occupancy.Owner or tenant, and contractor license holder must sign this form, and the signatures must be notarized.Provide the following information as a separate document.<ol style="list-style-type: none">Statement of hardship as to the need for the Temporary Certificate of Occupancy.	<ol style="list-style-type: none">Present the completed form with the a attachments to the following: Construction Service Center Inspectional Services 1400 N. Boulevard, 3rd Floor Tampa, FL 33607 Phone: (813) 274-3100Allow 48 hours for processing. Form will be routed to all affected Inspection Bureaus for review and approval.Person requesting the Temporary Certificate of Occupancy will be contacted as to the approval or disapproval of the TCO application.If approved, pay all fees due, including TCO fee.Temporary Certificate of Occupancy issued.

Print Form

 Construction Services Center 1400 N. Boulevard Tampa, FL 33607 Phone: (813) 274-3100 Fax: (813) 259-1712 www.tampagov.net/permits	Application for Temporary Certificate of Occupancy
Job Address _____ Project Number _____	
This application for a Temporary Certificate of Occupancy (TCO) is hereby made by the Contractor and/or Owner/Tenant in recognition of the following: <ol style="list-style-type: none">That special conditions and circumstances exist which are peculiar to the building or structure involved and which have resulted in an unusual hardship.That the special conditions and circumstances do not result from the action or inaction of the applicants.That granting a Certificate of Temporary Occupancy will not confer on the applicants any special privilege that is denied by this Code to other buildings or structures.That the Certificate of Temporary Occupancy is the minimum variance that will make possible the safe and reasonable use of the building or structure.That the granting of the Temporary Certificate of Occupancy will be in harmony with the general intent and purpose of the Code and will not be detrimental to the public health, safety and general welfare.	
This TCO is valid for a period of 30 days from the date of issuance upon which it becomes null and void. The following term and conditions (corrections) will be completed and inspections approved prior to the expiration date of the Temporary C.O. (use additional sheets if necessary.)	
In consideration of the issuance of the Certificate of Temporary Occupancy for the subject building or structure, as allowed by section 5-100(B) of the City of Tampa Code, I hereby agree to abide by the terms and conditions as stated above and approved by each agency on the reverse side of this form, and promise to complete the necessary work or corrections within the time specified. Furthermore, if I fail to comply with the terms and conditions within the time allowed, I understand that the Temporary Certificate of Occupancy shall be <u>revoked</u> , power may <u>disconnected</u> , and <u>code enforcement action</u> may be taken against me.	
Contractor Name _____	License Number _____
Contractor Signature _____	Date _____
Owner/Tenant Name _____	Title _____
Owner/Tenant Signature _____	Date _____
	Notary Signature _____
	Expires _____

Print Form

 Construction Services Division 1400 N. Boulevard Tampa, FL 33607 Phone: (813) 274-3100 Fax: (813) 259-1712 www.tampagov.net/permits	Agency Approval Certificate of Temporary Occupancy
Job Address _____ Project Number _____	
In consideration of the unusual hardship which has been documented by the Owner/Tenant and Contractor on this application, we, the undersigned agree to the Temporary occupancy of the subject building or structure under the terms and conditions stated in the application. In addition, a follow up inspection will be made on or about the expiration date stated on the Certificate.	
For Office Use Only	
BUILDING BUREAU <input type="checkbox"/> Check Box	ELECTRICAL BUREAU <input type="checkbox"/> Check Box
Date _____	Date _____
Supervisor Signature _____	Supervisor Signature _____
FIRE MARSHALL <input type="checkbox"/> Check Box	PLUMBING BUREAU <input type="checkbox"/> Check Box
Date _____	Date _____
Supervisor Signature _____	Supervisor Signature _____
Text <input type="checkbox"/> Check Box	Text <input type="checkbox"/> Check Box
Date _____	Date _____
Supervisor Signature _____	Supervisor Signature _____

Temporary Certificate of Occupancy



General Information

If you need to *schedule an inspection* please call the Inspection Hotline at 274-7900 or visit our web-site at: <https://www.tampagov.net> under *Construction Permits* link. You will need the project address, permit number or parcel ID number to be able to access information.

To determine the *results of any inspection*, call the Inspection Hotline at 274-7900 or visit our web-site at: <https://www.tampagov.net> under *Construction Permits* link.

To obtain information on *inspection requirements and procedures*, call the Inspectional Services Division at 274-3100 ext. 8230, or visit our web-site at: http://www.tampagov.net/dept_Construction_Services/ under *Document and Forms* link.

To verify the final approval of electrical permits and obtain information regarding *TECO releases*, call the TECO Power/C.O. information line at 274-3100 ext. 8231.

To report *non-permitted construction work or non-licensed contractor activity*, call the Construction Complaint Hotline 24 hours a day at 274-3100 ext. 8232.

To obtain or request information about a *Certificate of Occupancy or Certificate of Completion*, please call the Records Section at 274-3100 ext. 8231.

Record request, call 274-3100 ext. 8233.

Tree removal and/or permitting inquires, call 274-3100 ext. 8236.

City of Tampa Municipal Code Book and Other Relevant Codes can be found on line at: http://www.tampagov.net/dept_Construction_Services/programs_and_services/Codes/index.asp