



Osceola County Building Office
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
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TEMPORARY CERTIFICATE OF OCCUPANCY PROCEDURES FOR APPLICATION AND APPROVAL

In order to process a request for a Temporary Certificate of Occupancy (TCO), the following steps will be taken.

- An application form “Application for Temporary Certificate of Occupancy” shall be filled out and submitted to the county building dept. Form can be accessed at www.osceola.org.
- The application must include all requested information including why the request is being made and what part of the structure will be used and for what purpose.
- The applicant must provide a time frame for completion of the project and request for full Certificate of Occupancy.
- Once all affected departments both county and state are satisfied with the safety aspect of the structure and the affect of the use of the structure, a “TCO” will be issued for 30 days. A request for a TCO of longer duration may be asked for and considered on a case-by-case basis.
- The use of the structure under the TCO must be in strict accordance with the conditions of the approval. Use of the structure for any other purpose will void the TCO, and any uses allowed or occupancy will be reversed.
- A fee of \$80.00 will be charged for the TCO.
- Should the TCO expire without the completion of the project and a full C.O. being issued, any uses of the structure under the TCO will be revoked unless extended in writing for good and reasonable cause.