



PARTIAL C.O. REQUEST

Rev: 15 | Revision Date: 11/18/2024 | Print Date: 11/18/2024 I.D. Number: PCORF

CITY OF FORT LAUDERDALE BUILDING DEPARTMENT
PARTIAL C.O. REQUEST PROCEDURES FOR COMMERCIAL PROPERTY ONLY

Permit Number _____ Date of Request _____

The Contractor must submit ONE (1) original request letter on the General Contractor’s letterhead, signed by the Qualifier. Please include the following information on the Partial CO Request:

- Master permit number
- Property address
- Purpose of the PCO example: “To Fully Occupy”
- List the permit numbers, describe all outstanding conditions, and why they are not complete at this time.
- Expected date of completion.
- Partial CO requests must include ONE (1) drawing, highlighting the area of the building you are requesting to occupy.

The following items must be submitted along with the PCO request letters:

- A Check payable to City of Fort Lauderdale – fees are as follows: Partial C.O. - \$405.00
- [Original Certificate of Insulation](#) (regardless of what type of insulation is used)
- Energy Level Display Card- **(Residential Buildings Only)**
- Initial Termite Treatment **and** Original Certificate of Final Soil Treatment for Termite Protection
- [Fire Penetration Affidavit](#) (Any structures with rated partitions or walls)
- Broward County Development and 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 and sealed Certificate of Compliance from special inspector required per FBC 109.11.7 for all projects that have a special inspector.
- [Envelope Leakage Test Report](#) (Blower Door Test) *Will be required for dwelling units

****Please be advised that the Final Survey and the Final Elevation Certificate must be approved prior to requesting a TCO or PCO. In addition, please coordinate with the Engineering Plan Reviewer to verify the final survey items to be addressed and submitted prior to requesting Engineering approval for TCO or PCO.**

If the request is approved, the PCO 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 inspection has passed. Once all of the inspectors have signed the request letter, please return the letter to Dyann Strong. The contractor will be notified when the PCO is signed and ready for pick up. Should you have any questions or require further assistance, please contact Dyann Strong at 954-828-5998.

Name of Contact Person

Phone Number

E-Mail