



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-017

Title: Processing Certificates (CO, TCO, CC)

Revision Date: 8/14/24

Approved By: Mark Lodge, Director

Contact Name: Marisa-Ann Gedeon, Manager

Contact Email: marisa-ann.gedeon@palmbeachschools.org

Purpose:

To provide guidance to Building Code Services support staff for processing a Temporary Certificate of Occupancy (TCO), Certificate of Occupancy (CO) and Certificate of Completion (CC).

Guidelines:

This procedure pertains to projects that have been completed or contain no life safety discrepancies and are considered safe to occupy.

1. The following steps will be taken by the support staff when a TCO is requested. The senior projects administrator or facilities management coordinator will normally initiate a request for a certificate by emailing the senior inspector. Once verified the senior inspector will forward the request to the support staff and recommend the date for the certificate.
 - a. Check the Building Code Services' database report titled BUILDING CERTIFICATIONS (OPEN PROJECTS) located on the Project Permits screen to make sure the TCO requested has not already been processed.
 - b. Check the Building Code Service's database report titled CRITICAL PLAN REVIEW COMMENTS OUTSTANDING located on the Project Submittals screen. There should be no comments listed on this report. If any comments appear on this list notify the district architect before preparing the TCO.
 - c. Check the Building Code Service's database report titled CRITICAL INSPECTION COMMENTS OUTSTANDING located on the Building Inspections screen. There should be no comments listed on this report for the buildings cited for TCO. If any inspection comments appear on this list notify the senior inspector.
 - d. If there are no critical plan review and inspection comments a letter to the contractor should be prepared, copying the designer, the senior projects administrator, facilities management coordinator, principal and staff from other departments that are on the contact listing
 - e. The support staff will then update the Building Code Service's database by entering the building number(s), certificate date, certificate type (TCO) in the building occupancy window located under the Project Permits screen for the requested project.

- f. The support staff will request that a CO Document Checklist be completed by the district architect and a copy of the CO document checklist will then be forwarded to the Senior Projects Administrator for major projects or the facilities management coordinator for minor projects. The CO document checklist will identify the closeout documents that are required to be submitted before any buildings associated with that project will be eligible for a CO.
- g. Upon receiving a closeout document the support staff will enter the submittal into the Building Code Service’s database under Project Submittals with a section number and plan reviewer assigned according to the following table:

Section Number	Document Title	Plan Reviewer
17839	As-Built Drawings	ALL Disciplines
17840	Flood Level Certificate	Civil
17841	Test and Balance Report	Mechanical
17842	Asbestos Letter	Architectural
17844	Threshold Inspection Certificate	Structural
17845	EHPA Shelter Manual	ALL Disciplines

- h. Closeout documents will be tracked using the Building Code Service’s database report titled OPEN PROJECT CLOSEOUT SUBMITTAL LOG located under Project Submittals.
 - i. After the closeout document is reviewed and approved by the assigned plan reviewer the support staff will revise the CO checklist for the project to show the date that the document was approved.
2. The following steps will be taken when a CO or CC is requested.
- a. Once the senior inspector has verified that all inspections for that project have been completed, he will forward the email to the support staff recommending that the CO or CC request be processed. He will also recommend the date for the certificate. If a date is not provided for the certificate the latest completion date for the inspection or plan review process will be used.
 - b. The support staff will check the Building Code Service’s database report titled PLAN REVIEW COMMENTS OUTSTANDING for any outstanding comments. Check the SUBMITTAL LOG (Single Project) to verify that the appropriate closeout documents have been received. If any of the documents have not been received or there are open plan review comments the support staff will inform the requestor of what is required in order to complete the CO or CC.
 - c. If all documents are in order the support staff will complete forms PBSB 1800 for a CO or PBSB 1128 for a CC. The form will then be forwarded to the building official for signature.
 - d. Once signed the certificate will be sent to the contractor, designer, and senior projects administrator, facilities management coordinator, principal and staff from

- other departments that are on the contact listing.
- e. The support staff will then update the Project Permits screen by entering the building or portable number(s), certificate date, and certificate type. If the project does not have building numbers, under the Building pull down, choose the Campus selection and select the field that best describes the project.
 - f. If the building that is being issued a CO has previously been issued a TCO the support staff will archive the TCO data by checking the archive box on the Project Permits screen next to the certificate type.
 - g. Remove the project's correspondence file from the file cabinet and make sure all documents have been scanned before destroying.
 - h. Delete all project correspondence files from the Q:\Plan Reviews site.