

## CERTIFICATE OF OCCUPANCY ISSUANCE REQUIREMENTS

### ***EPCOT Building Code – 308.1 Certificate Required.***

- (a) No building hereafter erected, altered, enlarged or relocated, or where a change of occupancy has been made, shall be used in whole or in part until a Certificate of Occupancy has been issued by the Building Official certifying that the building and occupancy are in accordance with the provisions of this Code and all other laws and regulations applying thereto. When the building or part thereof complies with the provisions of all pertinent laws and regulations, the Building Official shall issue the Certificate of Occupancy for the building or part thereof. A Certificate of Occupancy for places of assembly shall indicate thereon and make record of the number of persons for which such certificate is issued. In all manufacturing, commercial, storage or warehouse occupancies, the design live loads shall be plainly posted.

### ***EPCOT Building Code – 308.4 Temporary Certificate of Occupancy.***

A Temporary Certificate of Occupancy may be issued by the Building Official for the use of parts of a building prior to completion of the entire building.

The Temporary Certificate of Occupancy (TCO) is issued on a project specific basis upon a detailed request for use by the permit holder by the Central Florida Tourism Oversight District (the District).

All permitted work that does not affect the occupancy of a building or structure may receive a status of Temporary Certificate of Construction Completion (TCofCC) prior to project completion, followed by a final Certificate of Construction Completion (CofCC), in order to close out the permitting process.

Examples of when a TCO or a TCofCC would be required include, but are not limited to:

- Prior to installing linens and setting up products for use prior to opening;
- Prior to allowing cast members to have access to the structure for any purpose such as training or sales;
- Prior to any soft opening event;
- Prior to any guest use for any purpose;
- Prior to cooking or burning-in kitchen equipment;
- Prior to any type of phased occupancy for a project;
- Prior to the occupancy of any temporary installation including tents, stages, etc.

Please note that it is unlawful for a public service corporation or agency to begin utility service to a building or structure, except temporary service for use during building construction and/or testing operations, until a Certificate of Occupancy (CO) has been issued. See *EPCOT Building Code* Section 308.5.

A Conditional Certificate of Occupancy is issued when specific requirements are placed on a building or structure that must remain a part of that building or structure for the entire lifespan of the facility. It is extremely important that the Owner's representative responsible for the conditions placed upon the facility be made aware of those conditions, since they become the basis upon which the CO was issued. Failure to maintain the conditions specified, may result in a revocation of the CO, regardless of the amount of time that may have passed.

TCO and TCofCC issuance requests shall only be accepted electronically via Accela Citizen Access (ACA), <https://ca.rcid.org/citizenaccess/>, via **Change Request**. All required information is to be included in full. As required, documents showing area of request or breakdown of hotel room blocks should be uploaded for clarification.

Please complete the Following

**TCO INFORMATION**

\* Date of Request:  ← Date submitting the request

Date TCO Needed By:  ← If different than standard 30 days

\* Master Building Permit Number:  ← System will auto-populate

Project Name:  ← System will auto-populate

\* Requestor Name:  ← Contact name, number and email for questions on the TCO/TCofCC request.

\* Requestor Phone:  ← Contact name, number and email for questions on the TCO/TCofCC request.

\* Requestor Email:  ← Contact name, number and email for questions on the TCO/TCofCC request.

\* Define Area of Request:  ← Be specific as to the area to be occupied. Note inspection result on "Final" needs to match area of the request.

spell check

\* Items Remaining:  ← None or NA is not acceptable. Be specific as to the items that remain on the overall project that are prohibiting a CO from being issued. If the project is 100% complete, a TCO is not required.

spell check

\* Requested Number of TCO Days:  ← TCO default expiration date is 30 days. (Temporary events are for the life of the event.)

TCO Expiration Date:  ← System-generated expiration date. (Read-only field.)

Reason for the Request

**REQUESTED USE**

Guest Use:  ← No construction workers, equipment, scaffolding, etc. in area of request.

Cast Use - Training:  ← Cast stocking, training, etc. – no guest occupancy.

DBPR Inspection:  ← Specific approval language for any food service location requiring DBPR Inspection.

Other:  ← Other than guest or cast occupancy.

Specify Other Use: \*  ← As needed, upload map of area, room layout, turn sequence or phasing for clarification of the request.

\* Documents Uploaded:  Yes  No

*Note: A minimum of one item must be checked for the Reason for the Request.*

Following items are required when requesting a TCO / CofCC issuance:

- 1) **All permits** associated with the project or project address must be inspected with a Final Partial Approval, at a minimum, stating the areas approved for TCO / CofCC use, including those permits that may be permitted by the owner through a firm not directly sub-contracted to the primary general contractor. *The request for inspection shall include information for the inspector clarifying what the inspection request is for and it must match the TCO / TCofCC request exactly.* (Note: Building, Alarm and Fire Sprinkler permits will require an inspection from both the Building Department and Fire Prevention with a Final Partial Approval from each. All other permits require one discipline Final Partial Approval per TCO / TCofCC request.) A complete list of permits associated with a project, which includes the results of the Final inspections, can be found on ACA: “Project Summary w/CNIs & Finals.” (This same report is used by Building & Safety staff internally to process TCO / TCofCC requests.)
- 2) All testing requirements, as applicable, must be conducted and accepted by the various departments prior to a “Certificate” issuance, including Initial Emergency Power Tests (IEPT), Integrated Safety System Testing (ISST), Fire Alarm, Smoke Control, Bacteriologic Tests (bacti) for plumbing permits, Test & Balance Reports for mechanical permits, etc.. (Note: For permits requiring a bacti test, see the “Requirements to Allow the Use of Potable Water” Policy found on the District website at: <https://www.oversightdistrict.org/doing-business/building-department/>.) Other inspection considerations may include the following, as applicable:
  - *Note: A furniture installation TCO request is no longer required to be submitted through ACA. However, **REQUESTS FOR FURNITURE INSTALLATION INSPECTIONS ARE STILL REQUIRED TO BE SCHEDULED AND INSPECTED.*** All trade permit furniture installation inspection requests must be completed prior to receiving the building permit furniture inspection partial approval (285 Fire Prevention Final & 290 Building Final). *The electronic TCO request process only has been eliminated.* Any fixtures brought into a space before a TCO is received must be of a type that is permanently affixed to the wall, floor, etc. (Note: any area that is concealed with permanently installed items must be inspected prior to installation of said items.)
  - Do not cover up any electrical rough-ins, junction boxes, etc. with fixtures or furnishes before a final electrical inspection has passed.
  - Emergency lighting controlled with emergency locator transmitters (ELTS), electronic load control units (ELCUs), etc. will require testing by the electrical inspectors activating the fire alarm system. (Spaces with very limited openings may be tested with window openings blacked out with 100% obscured paper/material (such as Visqueen). It is the contractors’ responsibility to provide the blackout material.)
  - Commissioning for elevators and escalators can take one or more business days per device.
  - Smoke detectors must be inspected by Fire Prevention before activation of an air conditioning mechanical system of 2,000 cfm or greater.
  - The 285 Fire Prevention Final inspection code on a BD (building permit) includes proper installation of access keys and fire extinguishers.
  - ISST can be combined with fire/electrical inspections. They include ELCUs and fire alarm cabinets.
  - All keying systems (with final state key cores) will need to be in place per Fire Prevention and Walt Disney World requirements.
  - Kitchen hood inspection requires all relevant subcontractors to be present for the inspection (fire alarm, mechanical, sprinkler, hood manufacturer, etc.)
- 3) A CO can only be issued when all permits are completed with final inspections, all required “As Designed” plans submitted and approved, and full valuation fees paid. If the associated permits have not received the final “Certificate” status, and there is still work left to be completed, a TCO/TCofCC will need to be requested.

- 4) Prior to issuance of a TCO for use or CO associated with an amusement ride or attraction, documentation must be submitted to support the Certificate and accepted by Building & Safety. Those documents include: completion of the EPCOT Code Matrix, Ride Opening Memo and other certifications that might be required by the EPCOT Codes.
- 5) Certificate of Occupancy and Certificate of Construction Completion issuance does not require an ACA application request. The electronic process will generate an appropriate Certificate when all approvals are complete. Once the automatic process is complete. A Certificate will be generated, signed by the Building Official or his representative, scanned and uploaded to the permit. At that point, the registered licensed contractor will be able to access the Certificate via ACA.
- 6) Every cart, theme park food cart, mobile food dispensing vehicle, merchandise cart or portable structure installed within the District is required to receive a CO prior to being used.
- 7) **NO OCCUPANCY CAN OCCUR UNTIL THE SIGNED CERTIFICATE HAS BEEN UPLOADED TO THE PERMIT BY BUILDING & SAFETY. See *EPCOT Building Code* Section 308.1 and 308.4 at the beginning of this Policy.**

### FURNITURE INSTALLATION CHECKLIST (Prior to TCO Request)

- 1) **Furniture & Electronics Installation (FF&E) Requirements** (Note: electronic request for furniture installation is no longer required. However, approval for furniture installation inspections are still required. All trade permits must complete their furniture installation inspections prior to the building permit sign-off for furniture installation.):
  - Prior to moving furniture (FF&E) into a structure
  - Prior to installing linens and setting up products for use prior to opening
  - Prior to allowing cast members to have access to the structure for any purpose such as training or sales
  - Prior to any soft opening event
  - Prior to any guest use for any purpose
  - Prior to cooking or burning-in kitchen equipment
  - Prior to any type of phased occupancy for a project
  - Prior to the occupancy of any temporary installation including tents, stages, etc.

The following Fire Department conditions must be in place for furniture installation:

- Fire alarm panel active with valves and flow switches monitored
- Fire pump in service and tested with the Fire Department. Active for turnovers above the 3<sup>rd</sup> floor.
- Fire lanes installed and approved by the Fire Department
- Fire sprinkler system active with sprinkler heads uncovered

The following Building Department conditions must be in place for furniture installation:

- Interior and exterior emergency egress lighting related to the request installed and tested by the District
- Fire rated walls including fire stopping and associated doors installed. (Corridor egress routes complete). From point of delivery to floors/locations receiving FF&E
- Stairwells and exits completed that serve the area being approved. Includes handrails/guardrails
- Emergency generator operational, inspected and tested with the District
- Temporary elevator with Temporary Operating Permit (TOP) as a minimum for multistory buildings, if elevators are to be used for FF&E install

- Construction in rooms substantially complete with all fire alarm, electrical and mechanical components trimmed out
- Areas turned over clear of construction debris and materials
- All permits for the project must have a partial final inspection approved for the area being requested for furniture installation

**Note:** The following items are not required for FF&E (Furniture Installation):

- Smoke control testing
- Stair pressurization testing
- Domestic water system with bacti test completed. (If “ON” and not bacti tested, all outlets must be signed as “NON POTABLE”, DO NOT DRINK, NOT FOR USE)
- Elevators – operating with full certificates

### TCO / CO CHECKLIST

The following is provided as an additional general guide for obtaining a TCO or a TCofCC. Note this is not an all-inclusive list. Some projects might have more specific requirements, depending on occupancy type.

- 1) **TCO – Cast / Training – Defined as Cast Members able to utilize the space for training and stocking:**
  - Can be a partial building occupancy (i.e. groups of floors, restaurant, etc.)
  - Special Inspection Report for smoke control/evacuation system submitted and accepted by the District seven days minimum prior to the District testing (includes Test & Balance (T&B) reports, etc.)
  - All Life Safety systems active, tested and approved (includes fire sprinkler systems, fire alarm, smoke evacuation system and emergency lighting)
  - All exiting and fire access complete and approved
  - All mechanical and plumbing systems tested, approved and operational (including bacteriological testing)
  - All construction work substantially complete
  - Elevators complete and approved. At least one that serves all the floors and includes a fire service elevator where required or provided. The elevator requires a Certificate of Operation. (TOP is not acceptable)
  - Final Threshold Inspector Certification submitted and accepted by the District
  - Floor plan that identifies area requested for TCO (typically for all TCO requests)
  - All permits for the project must have a partial final inspection approved for the area being requested for TCO (typical for all TCO requests)
- 2) **Guest TCO**
  - All items listed for cast TCO
  - Whole building complete, tested and operational
- 3) **Final Certificate of Occupancy**
  - As designed drawings (if not processed through the Digital Plan Room (DPR) electronic processing)
  - Energy code report (commissioning) submitted and approved
  - All related permits completed and have a status of Certificate of Construction Completed
  - Temporary construction trailers removed