



City of Jacksonville - Department of Public Works
Building Inspection Division

PST / PCO / TCO Application

(REVISED: 4/16/2026)

Instructions:

Complete Application. Contact trade supervisors to schedule the required inspections (Electrical / Mechanical / Plumbing / Landscape / Fire Marshall) as needed to obtain approvals.

Do not bring form to office for these signatures.

Completed forms can be brought into the Building Inspection Division in person or be sent in via email as a PDF to BIIDBuilding@coj.net for application approval along with required fee (\$150.00 Commercial; \$100.00 Residential). Fees may also be paid on-line under the Invoice tab in the permit.

If approved, the inspection will be scheduled for the following business day.

- For **Permission to Stock and Train (PST)**, only the contractor and the owner's/tenant's personnel and those necessary to set up business are allowed to occupy the work area; the facility is not allowed to open for business.
(Requires Electrical / Mechanical / Plumbing / Fire Marshall / FEMA (if needed))
- A **Partial Certificate of Occupancy (PCO)** certifies that a specific area of a project has been 100% inspected (no follow up Inspections needed) and allowed to open for its intended use. There can be no unresolved inspection issues within this specified space.
(Requires Electrical / Mechanical / Plumbing / Landscape / Fire Marshall / FEMA (if needed))
- A **Temporary Certificate of Occupancy (TCO)** allows a facility/work area to be opened for its intended use for a specified time due to one or more unresolved inspection issues. A **TCO** may be requested for the complete project or a specific area. A **TCO** will not be issued if any Life Safety issues are unresolved.
(Requires Electrical / Mechanical / Plumbing / Landscape / Fire Marshall / FEMA (if needed))



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Application for:
(mark one)

- Permission to Stock and Train (PST)
- Partial Certificate of Occupancy (PCO)
- Temporary Certificate of Occupancy (TCO)

Contractor: _____

Address of Project: _____

Requested By: _____ Reason for Request: _____

List All Outstanding Issues: _____

If Application is for PCO, Define Specific area to be covered by PCO: _____

If Application is for TCO, Requested length of TCO:

(mark one)

30 Days

60 Days

90 Days

**Outstanding
Associated Permits**

Inspector's Approval

(i.e., M-12-123456.001)

Inspector Print Name

Inspector Signature

Date

Other

Landscape Inspector

Fire Marshall
