



City of Jacksonville - Department of Public Works
Building Inspection Division

PST / PCO / TCO Application

(REVISED: 8/31/2026)

Instructions:

Select **only one** of the following options for application, Permission to Stock and Train (**PST**), Partial Certificate of Occupancy (**PCO**), Temporary Certificate of Occupancy (**TCO**). Fill out the Contractor and Project information on the Application. Schedule the required trade inspections (*Electrical / Mechanical / Plumbing / Landscape / Right-of-Way / Fire Marshall*) from your **Outstanding Associated Permits** as needed to obtain approval signatures from inspectors to submit your completed application.

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 BIDBuilding@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 / Right-of-Way / Fire Marshall / FEMA (if needed)*)



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Permit #:

OFFICE USE ONLY

Approved by: _____

Compliance date: _____

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 _____