



FLORIDA POLYTECHNIC UNIVERSITY®

BUILDING CODE ADMINISTRATION

REQUEST FORM LETTER (CC/TCO/CO)

Date: _____

Contractor Name: _____

Contractor Address: _____

Contractor E-mail: _____

Attention: John P. Trecastelli, R.A., Building Code Administrator
Florida Polytechnic University
Facilities and Safety Services Office
4700 Research Way
Lakeland, FL 33805

Permit No.: _____

Project Address: _____

The final inspection for the above-referenced project was performed on _____ (date).

The inspection was approved by _____ (name).

I am therefore requesting that a (Certificate of Completion / Temporary Certificate of Occupancy / Certificate of Occupancy) be issued by the Building Code Administrator of Florida Polytechnic University. All pending code violations have been corrected and all work has been completed in accordance with the provisions of the Florida Building Code. A copy of the final inspection report has been included.

Sincerely,

Signature of Permit Holder