



Temporary Certificate of Occupancy Application

Rev.20190717

Certain projects will be allowed to apply for a Temporary Certificate of Occupancy. After the approving departments (Building and Fire [for tenant improvements only], Current Planning [e.g. landscaping, etc.], Transportation [e.g. parking lot/stripping], Sewer, Stormwater, Water, Solid Waste and Health) have reported their inspection results, the Building Official will determine if a Temporary Certificate of Occupancy (TCO) can be issued. The project will only be eligible for a TCO based upon the scope of the work (all life/safety issues must be met), the reasons for wanting a TCO, the expiration date for work to be completed, and if there is a plan for completing the work in the appropriate timeframe.

The Building Official will assess a fee not to exceed 100% of the building permit fee for the issuance or extension of any TCO. The minimum fee will be \$225 plus a \$25 processing fee when the building permit fee exceeds this amount or equal to the amount of the building permit fee when the building permit fee is less than \$250.

It is the applicant's responsibility to verify that all inspecting departments have approved this permit for a TCO. These can be verified by visiting our [Citizens Access](#) website.

This application must be submitted to the Certificate of Occupancy Coordinator in Development Services Center at City Hall.

Address of Project: _____ Date: _____

Description of Project: _____

Requestor Name: _____ Email: _____

Requestor's Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Permit Number(s): _____

Explain why the work cannot be completed and the TCO is being requested: _____

Expiration date of Temporary CO: _____

Note: Request will not be considered if life safety issues exist. Re-Inspection fees will be charged upon completion of the permitted work.

I agree to obtain a permanent CO prior to expiration as required by law and am aware of the penalty for failure to comply: YES

Signature: _____

Printed Name: _____ Owner Contractor

City Building Official/Director Approval: _____ Date: _____