GEN-09
Temporary Certificate of Occupancy Application

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/striping], 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 Citizen Access website.

This application must be submitted to the Certificate of Occupancy Coordinator in the Building Department at City Hall.

Address of Project: ___________________________ Today’s Date __________

Description of Project ______________________________________________________

Requestor Name: ___________________________ Email ___________________________

Requestor’s Address: ___________________________ City St 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 Dept Approval ___________________________ Date___________________

(CO Coordinator, Plan Reviewer, Deputy Building Official, or Building Official)

Revised February 13, 2009
Reference SMC 08.02.031.M.3