Request for Temporary Certificate of Occupancy

Permit Number: ___________________________ Date: ___________________________
Job Address: _____________________________
Owner of Record: ___________________________

Minimum County Requirements for Obtaining a Temporary Certificate of Occupancy (TCO)

1. If no life-safety concerns exist, the structural field inspector will generally take the lead in approving issuance of a TCO on a Notice of Corrections. The mechanical/plumbing and electrical inspectors must either approve their final inspections or indicate that a TCO may be granted; their written approval is indicated on the permit folder or on a ‘Notice of Corrections’ form (the permit counter staff scans this info into the permit case). Final inspection or TCO approval must also be obtained from the Fire District, Health Dept., and any other jurisdictional authorities as required. There may be additional conditions and/or use requirements that shall be complied with.

2. The Temporary Certificate of Occupancy is an optional process and a fee is required for its issuance. The processing fee shall be 2 times the current hourly billing rate for a Building Inspector II.

3. Bonding: A $5,000.00 bond shall be obtained by the applicant per Bond Form in Policy AD2014-0004.

4. The permit counter inspector/supervisor (or manager) processing the request for a TCO will verify that all approvals for Temporary Certificate of Occupancy as listed in item one above have been granted and will confirm that there are no ‘Conditions’ on the permit that will prevent allowing temporary occupancy of the building or portion under consideration.

5. If utility meters have not been connected, they will be tagged to allow connection as part of this TCO process.

6. Form CM-09 (Temporary Certificate of Occupancy) shall be printed and signed by a Building Inspection Supervisor or Manager. This copy of the TCO shall be displayed at the business in a conspicuous location until the permanent Certificate of Occupancy is issued.

7. The responsible party (contractor, owner or authorized agent) shall complete the project’s permit requirements and obtain all ‘final inspection approvals’ including Final Structural within the prescribed time limit of the TCO (60 days or less).

8. This TCO shall expire on: _______________. An extension to this TCO may be granted for appropriate reasons; a request for extension shall be made in writing by the owner, contractor or authorized agent and may be approved by a supervisor or manager in Building Inspection.

As the Owner, Contractor or Authorized Agent for this project, I agree and acknowledge that I am requesting a Temporary Certificate of Occupancy, and if I do not complete the required correction items and receive all final inspection approval(s) for this project within the stipulated time allotted the permit may be subject to a Building Violation, including monetary penalties, and the disconnection of utilities may be ordered by the Building Official.

My below signature affirms that I accept responsibility for meeting the required conditions as listed on this document:

Name (Please Print) ___________________________ Title ___________________________

Signature ___________________________ Date ___________________________ Phone number ___________________________

*** Upon approval of this request, the Applicant shall post The Temporary Certificate of Occupancy (a signed CM-09 document) at the Job Site in a conspicuous location.

Permit Counter Staff: Scan this document into the permit case record, and provide a copy to the applicant.