



Temporary Certificate of Occupancy Application

Building Permit # \_\_\_\_\_ Date: \_\_\_\_\_
Project Name : \_\_\_\_\_ Project Address: \_\_\_\_\_
Contractor: \_\_\_\_\_ Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
Owner \_\_\_\_\_ Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
Date of Requested Occupancy: \_\_\_\_\_ Date of Project Completion: \_\_\_\_\_
Area(s) Requested for Occupancy: \_\_\_\_\_
Reason for Request: \_\_\_\_\_
Conditions of Work Not Complete: \_\_\_\_\_

- 1. The building official is authorized to issue the temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely.
2. Prior to the expiration of the TCO, it is the responsibility of the Owner or Contractor to request required inspections for completion of permitted work.
3. The TCO shall not be valid until acceptable inspections are completed, applicable fees paid, Certificate is signed by the Building Official, and the Certificate has been posted in the occupied area.

AS CONTRACTOR, I FULLY UNERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH TCO APPROVAL.

Print: \_\_\_\_\_
Sign: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

(Initial) \_\_\_\_\_ This application is valid for \_\_\_\_\_ calendar days.
If the TCO is not issued within the timeframe listed above, this application will be discarded, and the applicant will be required to re-apply.

Office use only

Record Status and Source of Release

Building Official \_\_\_\_\_