



## REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

Temporary Certificate of Occupancy (TCO): \$300.00

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

USE OF PREMISES : \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

TENANT: \_\_\_\_\_

**Upon verification of the following items, the Building Official shall issue a Temporary Certificate of Occupancy within ten days. Temporary Certificates of Occupancy expire after 180 days.**

☐ All required inspections as related to safety have been completed.

- Building Final
- Plumbing Final
- Electrical Final
- Mechanical Final
- Final Drainage Observation

☐ A final fire safety inspection was performed (if required), and a recommendation of Certificate of Occupancy was made by the Fire Chief.

- Fire Final Inspection

☐ Any debts related to completed construction have been satisfied, including but not limited to:

- Outstanding Utility Bills &
- Inspection Overages
- Additional Plan or Drainage Review Fees

**All construction, required drainage facilities, and landscaping tied to the permit, must be completed within the 180 days to receive CO, and maintain building occupancy.**

**Failure to complete final construction within the proscribed time, may lead to eviction from the premises.**

SIGNATURE: \_\_\_\_\_

Owner Name

Owner Signature

Date

SIGNATURE: \_\_\_\_\_

Contractor Name

Contractor Signature

Date