



REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

DATE: _____

ADDRESS: _____ PERMIT NUMBER: _____

LEGAL DESCRIPTION

LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY OWNER: _____

USE OF PREMISES: _____

PROPERTY OWNER

ADDRESS: _____

TENANT: _____

Requests for Temporary Certificate of Occupancy will be met upon varification of the following items:

- All required inspections as related to safety have been completed.
- A final fire safety inspection was performed (if required), and a recommendation of Certificate of Occupancy was made by the Fire Chief.
- Any debts related to completed construction have been satisfied, including but not limited to:
 - Inspections
 - Additional Plan or Drainage Review Fees
 - Outstanding Utility Bills

Upon varification 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 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

date

SIGNATURE: _____

contractor

date

RECEIVED BY CITY STAFF: _____

date