



Request for Temporary Certificate of Occupancy (TCO)

Payment of \$225 is required at Inspector approval.

Date: _____ Permit #: _____ Received by: _____

Property Owner and/or Business Name: _____

Project Address: _____

We request that Temporary Occupancy be granted at the above business/residential location to be in effect on _____ (Effective Date) and expire at 12:00pm on _____ (End Date).

Reason for temporary occupancy:

We acknowledge that the following list of items is yet to be completed or corrected: (Check applicable boxes and provide a copy of correction items):

- Building Items
- Electrical Items
- Engineering Items
- Erosion Control Items
- Fire Items
- Planning Items
- Plumbing/Mechanical Items

Bonding Requirements:

I agree before the Temporary Certificate of Occupancy expires, we will schedule inspections for items in the above list to resolve these to the satisfaction of the inspectors in their respective discipline. If we fail to comply by the expiration date, we will cease all occupancy and vacate the premises until the building is in full compliance.

Print Name: _____ Signature: _____

Business Name: _____ Title: _____

Email: _____ Phone: _____