



APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Instructions: This form shall be completed in its entirety to request for Temporary Certificate of Occupancy (TCO)

PROJECT INFORMATION

Project Address: _____ Suite: _____ Permit Number: _____

Owner of Building: _____ Business/Tenant Name: _____

Use: _____ Occupancy: _____ Type of Construction: _____

Floor Area (S/F): _____ No. of Stories: _____ Fire Sprinklers? (Yes/No): _____

Number of days requesting to operate business under TEMPORARY CERTIFICATE OF OCCUPANCY: _____

PLEASE READ and initial in the space provided to acknowledge the terms and conditions of this application.

_____ The associated fee for this application is \$330.00 as adopted by City Council through resolution #2009-55, item S-055.

_____ Building and Safety Division will inspect and present the applicant with a written list of items to be completed for building permit final approval and final certificate of occupancy.

_____ The project shall be completed to the satisfaction of Planning, Fire, and Public Works Department prior to the expiration of the temporary certificate of occupancy.

_____ The Building and Safety Division reserves the rights to revoke the Temporary Certificate of Occupancy if it is deemed that the business operates outside of the intended use and occupancy permitted or in excess of the time period approved.

_____ At building permit final inspection approval, a final certificate of occupancy shall be issued to replace this temporary certificate of occupancy. The certificate shall be posted in a conspicuous place within the business.

Owner's/Applicant's Name: _____ Signature: _____

Address: _____ Suite: _____

City: _____ State/Zip: _____ Phone Number: _____

FOR CITY STAFF USE ONLY

Processed By: _____ Date: _____

Building Inspector Approval: _____ Date: _____