



TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST

The Building Official is authorized to issue a Temporary Certificate of Occupancy before the completion of the entire scope covered by the permit, provided that such portion or portions shall be occupied safely and the work required under the permit is substantially complete.

The Building Official shall set a time period during which the Temporary Certificate of Occupancy is valid. This period of time set shall be of reasonable length to complete all the outstanding work practically and without undue hardship, but shall not extend beyond the expiration date of the permit.

To obtain a Temporary Certificate of Occupancy:

- Request the Final Inspection to obtain a Temporary Certificate of Occupancy (TCO).
 - Depending on the status of construction you may be eligible to request a TCO.
 - A TCO will not be issued where correction items relate to life safety requirements or substantial completion. Complete these corrections and/or outstanding work items and schedule a re-inspection.
 - Examples of life safety items: guard rails not installed or shower mixing valve not calibrated to proper temperature.
 - Examples of substantial completion items: Soil stockpiles present, final grade not completed or kitchen sink not installed.
 - If substantial completion is not feasible within the term in which the TCO will be valid, then it may be necessary to complete specific items for the TCO and apply for a new permit for other items not required for the TCO.
 - Assemble the schedule of work to be completed in advance of contacting the Department to review the options available for your project.
- Complete, in detail, the Temporary Certificate of Occupancy form, below.
 - Provide written approval from MC Dept. of Health for the septic and well systems.
 - Commercial projects will require written approval from the Fire District having jurisdiction.
- Submit the completed form to the Department of Planning & Development for approval.
 - Incomplete forms will not be accepted.
 - Allow two (2) business days for review and approval.

Once issued, the existing permit conditions and standard procedures shall be upheld in order to maintain the TCO. The Temporary Certificate of Occupancy Expiration Date supersedes previously established schedules with exception to the permit expiration date. The TCO is not a permit extension.

Violating any of the conditions will result in revocation of the Temporary Certificate of Occupancy and a violation of IRC Sec. 110.1, occupying a single family residence structure without a Certificate of Occupancy. Violation of IRC Sec. 110.1 will result in immediate legal action to ensure the safety and well-being of all occupants of the structure.



TEMPORARY CERTIFICATE OF OCCUPANCY

Permit Number: _____ Project Type: _____

Project Address: _____

Owner Name: _____ Owner Phone: _____

Contact Name (if different): _____ Contact Phone: _____

Outstanding Work Item:	Scheduled Completion Date:
1.	
2.	
3.	

Owner Signature: _____ Date: _____

Office Use Only

Written approval from the MCDH for the septic and well systems Yes _____ No _____

Written approval from the Fire Protection District (commercial only) Yes _____ No _____

Building Inspector: _____ TCO Inspection Date: _____

Plumbing Inspector: _____ TCO Inspection Date: _____

Chief Stormwater Engineer: _____ TCO Inspection Date: _____

Conditions of Approval:

- 1- All procedures and previously issued permit requirements and conditions shall be maintained for the duration of the temporary occupancy
- 2- All work (capital improvements, inspections, surveys, approval of record documents, etc.) included in the Building and Stormwater permits shall be completed, inspected and approved prior to the Temporary Certificate of Occupancy Expiration Date, below.
- 3- The time period during which the Temporary Certificate of Occupancy is valid shall not be extended for any reasons beyond those typical of force majeure.

Temporary Certificate of Occupancy Issued Date: _____

Temporary Certificate of Occupancy Expiration Date: _____