

# **REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

THE FOLLOWING STEPS ARE NECESSARY PRIOR TO OBTAINING A TEMPORARY CERTIFICATE OF OCCUPANCY:

1. THE LICENSED JOB CONTRACTOR MUST PRESENT AN ORIGINAL NOTARIZED LETTER ON COMPANY LETTERHEAD, REQUESTING A TEMPORARY CERTIFICATE OF OCCUPANCY (T.C.O.), SPECIFYING THE EXACT PORTION OF THE BUILDING TO BE OCCUPIED AND THE REASON FOR OCCUPANCY. THE CONTENTS OF THE LETTER SHALL INCLUDE THE BUILDING PERMIT NUMBER, NAME AND ADDRESS OF THE JOB. A \$153.00 FEE MUST BE SUBMITTED WITH THE T.C.O. LETTER. THE AREA TO BE OCCUPIED MUST BE TOTALLY COMPLETED. A FLOOR PLAN MAY BE REQUIRED FOR SPECIFIC OR SPECIFIED AREAS.
2. ALL RELATED HOLDS HAVE TO BE RELEASED.
3. INSPECTION APPROVAL BY ALL DISCIPLINES – BUILDING, ELECTRIC, MECHANICAL, PLUMBING, AND FIRE.
4. POWER OF ATTORNEY WILL NOT BE ACCEPTED FOR CONTRACTOR SIGNATURE.
5. T.C.O. TURN AROUND TIME: 3 TO 4 BUSINESS DAYS, PROVIDING ALL INSPECTIONS ARE PASSED AND ALL FEES (REINSPECTION, VIOLATION, DEFERRED FEES, ETC.) ARE PAID.

THE TEMPORARY CERTIFICATE OF OCCUPANCY WILL BE ISSUED FOR A PERIOD OF 30 (THIRTY) DAYS ONLY. IF, AFTER THE 30 (THIRTY) DAY T.C.O. PERIOD, THE PROJECT HAS NOT YET BEEN FINALED, A NEW REQUEST MUST BE SUBMITTED REQUESTING AN EXTENSION AND THE REASON FOR THE EXTENSION, WITH A \$153.00 PROCESSING FEE.

CERTIFICATE OF OCCUPANCY EXTENSION IS NOT GUARANTEED.