



TEMP CO GUIDELINES

AUTHORIZATION

Section 111.3 of the International Building Code (IBC) and Section 110.4 of the International Residential Code (IRC) allows for the issuance of a temporary Certificate of Occupancy (TCO) as authorized by the Building Official. The applicable sections state "The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid."

PURPOSE

The TCO is issued where occupancy is granted before completion of work covered by the permit OR for work not completed and accepted by other City departments. The TCO is typically required for each occupancy whereby:

- 1) The building/structure has not received final approval **OR:**
- 2) The occupancy is within a building shell that has not received final approval such as a lease space/suite **OR:**
- 3) The building(s) is part of a larger common development that has not received final approval

RESPONSIBLE PARTY

The responsible party shall be considered to be the Applicant or the Owner. Because occupancy is granted to the Occupant, they are required to maintain their TCO in good standing until final approval is granted, regardless of the actions or inactions of the contractor. Failure to comply with these terms can result in the revocation of the TCO and/or the issuance of citations to the contractor or owner.

PROCEDURE

- 1) Initial inspection performed and violations noted
- 2) Corrections made and re-inspection performed to create only a few items left
- 3) New correction tag created to be attached to application for TCO

REQUIRED SUBMITTALS

- 1) Application for TCO completed with signature
- 2) Payment of \$250.00 permit fee
- 3) Copy of the most recent "Correction Tag" or any other official documentation from the City

RENEWALS

The applicant is responsible to maintain the TCO in good standing and upon approval by the Building Official, an extension may be granted. The \$250.00 fee shall be due for each extension period granted.

FAILURE TO COMPLY

If the contractor or owner fails to renew (by written request to the Building Official) the TCO before expiration, the Building Official may revoke the TCO and pursue the remedies available pursuant to those expressed in the applicable codes.