



BUILDING SERVICES
TEMPORARY CERTIFICATE OF OCCUPANCY
REQUEST AND APPROVAL FORM

Scope:

- Temporary Certificate of Occupancy (TCO) approval is at the jurisdiction’s discretion (OSSC Section 110.3).
- A TCO shall be granted for a limited duration of time. Requests for a TCO that exceeds 30 days will only be granted at the discretion of Building Services.
- This TCO shall not be construed as permission to occupy any portion of the structure other than that portion described in this document.
- This TCO may be suspended or revoked if deemed necessary by Building Services (OSSC Section 110.3).

Requirements:

- The project owner or the owner’s agent must complete the bottom of this form, and complete, sign and date the opposite side of this form.
- There shall be no substantial hazard to life or safety within any portion of the entire structure as determined by Building Services.
- An approval will require the signatures of the project owner/agent and either the Building Services Project Manager or the building inspector assigned to the project.
- The project must receive an approved final inspection or an approved TCO extension before the expiration of the TCO. Continued occupancy of a building after expiration of the TCO is a violation of the Oregon State Structural Specialty Code and additional fees may be imposed.
- A TCO will normally be issued for only 30 days. Special circumstances should be noted if the TCO is expected to exceed 30 days. Requests to extend a 30 day TCO must be submitted in writing at least five business days before the expiration date.
- A copy of this approval must be posted in a conspicuous place on the premises and shall not be removed except by the building inspector assigned to the project.

Cost:

- The cost of this TCO shall be \$210.00.
- Each 30 day extension is \$210.00.

TCO REQUEST – PROJECT INFORMATION

Project Number: _____ Building Permit Number: _____

TCO Start Date: _____ TCO End Date: _____

Explanation, if TCO is requested for more than 30 days: _____

Owner, Agent
or Contractor: _____ Date: _____
PRINT NAME

Representing (company name) _____

Phone: _____ Fax: _____

Site Contact Name: _____ Phone: _____

TEMPORARY CERTIFICATE OF OCCUPANCY

PROJECT NUMBER

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Project name: _____

Project address: _____

Describe area(s) to be occupied: _____

Owner, Owner's Agent
or Contractor Signature: _____ Date: _____

Representing (business name): _____

OFFICE USE ONLY

TCO start date: _____ TCO expiration date: _____

Special conditions: _____

Describe area(s) not to be occupied: _____

Project Manager/Plans
Examiner, or Inspector Signature: _____ Date: _____