



**BUILDING DEPARTMENT**

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## **APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**

Permit Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Construction Address: \_\_\_\_\_

Contractor/Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Requirements for requesting a TCO:**

- What part of the building will be used under the TCO and for what purpose?
- List any items not completed at the time of request.
- What is the time frame for completion?

Reason for requesting the TCO (*attach additional sheet if necessary*):

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\_\_\_\_\_  
Contractor or Owner/Builder Signature

\_\_\_\_\_  
Date

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**BELOW THIS LINE IS FOR OFFICE USE ONLY**

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Permit Status:      Approved                  Denied

Permit Number (*if approved*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_