

	<p>STANDARD OPERATING POLICY AND PROCEDURE</p> <p>Community and Economic Development</p>	<p>Number:</p> <p>1-10</p>
<p>Subject: Temporary Certificate of Occupancy</p>	<p>Approval Date: February 18, 2009</p>	
<p>Approval: Chuck King, Building Official</p>	<p>Effective Date: February 18, 2009</p>	

1.0 PURPOSE

Describes conditions for when the issuance of a Temporary Certification of Occupancy (TCO) may be considered by the *building official* as well as the process for extending a TCO prior to expiration.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

January 2011

August, 2015

March, 2019 –Code update

4.0 CODE REFERENCE

2018 International Building Code (IBC), Section 111.3 Temporary Certificate of Occupancy.

5.0 POLICY

The IBC states that no building or structure or portion thereof shall be used or occupied until the *building official* has issued a Certificate of Occupancy (C of O). The *building official* may issue a *temporary certificate of occupancy* (TCO) before the completion of the entire work covered by the *permit*, provided that such portion or portions shall be occupied safely. A TCO may be issued for a building when it is essentially complete but has minor issues remaining that do not hazard life and safety. A TCO may also be issued when a portion of the building is complete and ready for occupancy, while a separate portion remains under construction. Final determination of the requirements for, and issuance of a TCO, is at the sole discretion of the *building official*.

A TCO remains valid for thirty (30) days after issuance. The Owner/Tenant is responsible to ensure that the TCO does not expire by either obtaining the C of O, or by requesting an extension of the TCO. Oro Valley staff does not send reminder notifications regarding expiration of TCO's.

A TCO may be extended by the *building official* upon written application from the occupant or owner of the building. The occupant/owner may make request to the *building official* to grant a time extension prior to expiration of the TCO. All requests shall be in writing with justifiable cause demonstrated. The *building official* may extend the permit for a specific period of time. There will be no charge for up to two (2) extensions, but an administrative fee of sixty (60) dollars may be charged for additional extension request(s) thereafter. Once an extension request is approved, Oro Valley staff will update the permit status in the system and issue a new TCO indicating the period of time that has been approved.

A final C of O will be issued when the entire project is completed and approved by the *building official* and all other regulating Town departments, as well as all affected outside government agencies (i.e. – health department).