

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

**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 Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

January 2011  
 August, 2015

**4.0 CODE REFERENCE**

2012 International Building Code (IBC), Section 111.3 Temporary Certificate of Occupancy.

**5.0 POLICY**

The IBC states that no building 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)* prior to completion of work associated with the project, provided that the building, or portion of the building considered for occupancy, is determined to be safe to occupy. A TCO may be issued for a building when it is essentially complete but has minor issues remaining that do not include life-safety issues. 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 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. CDPW does not send reminder notices for pending 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 will be charged for all extension request(s) thereafter. Once an extension requests is approved, a permit technician or administrative staff member will update the permit status in the system and issue a new TCO indicating the period of time that has been approved. A TCO that is sent to an applicant will be sent by regular mail.

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