



City of Grass Valley Building Department

125 East Main Street  
Grass Valley, CA 95945  
(530) 274-4340  
[www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)

Nevada County Building Department

950 Maidu Avenue  
Nevada City, CA 95959  
(530)265-1222  
[www.mynevadacounty.com](http://www.mynevadacounty.com)

**"Partnering to Improve Consistency & Customer Service"**

APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Date of Requested Occupancy: \_\_\_\_\_

Date of Final Project Completion: \_\_\_\_\_

Area(s) Requested for Occupancy: \_\_\_\_\_

Identify Work That is Not Complete: \_\_\_\_\_

1. The City of Grass Valley provides for issuance of Temporary Certificate of Occupancy (TCO) to use a portion or portions of a structure prior to the completion of the entire structure if the Building Official finds that no substantial hazard will result and the portion or portions comply with the provisions of the California Codes, Building Standards, Laws and Local Ordinances. Prior to the issuance of a TCO, an inspection to determine building compliance for temporary occupancy and a processing fee (**determined by current fee schedule**) must be paid.
2. The Building Department may suspend or revoke the TCO if it is determined that the building is in violation of any City of Grass Valley Codes or Regulations.
3. A TCO will expire after the date given in the "Valid until" column below. It is the responsibility of the Owner or Contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. **If uncompleted work cannot be finished during the duration of the TCO, additional fees may be applied.**
4. The TCO shall not be valid until acceptable inspections are completed, other required department approvals are given, application fees are paid, Certificate is signed by the Building Official or authorized representative and the Certificate has been posted in the occupied area.

**AS OWNER/CONTRACTOR, I FULLY UNDERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH TCO APPROVAL.**

(Print): \_\_\_\_\_

(Sign): \_\_\_\_\_

Owner/Contractor

\_\_\_\_\_ Title

\_\_\_\_\_ Date