

TEMPORARY CERTIFICATE OF OCCUPANCY

CITY OF GRASS VALLEY BUILDING DEPARTMENT (530) 274-4340
125 E. MAIN ST., GRASS VALLEY, CA 95945
BUILDING INSPECTION REQUEST LINE (530) 274-4343
www.cityofgrassvalley.com



How to Apply for a Temporary Certificate of Occupancy:

To apply for a Temporary Certificate of Occupancy (TCO) from the City of Grass Valley Building Department, the project representative (owner or contractor) must submit a written request which includes the following information as well as the filing fee of \$395:

- The project name (if applicable) and a brief description of the project.
- The project site address and permit #.
- The desired start date for the Temporary Certificate of Occupancy.
- A detailed list of the improvements or requirements of the conditions of approval that are being requested to be deferred and the reason for deferral.
- The anticipated completion date of all required conditions/improvements.
- Contact information of the project representative.

The TCO request will be routed to the appropriate departments for review. Each department will review and apply any other conditions and/or comments they deem necessary for approval. We will contact the project representative within seven (7) business days with notification of the request review results. If the request is approved, the project representative will need to visit the Building Department to sign the agreement which will activate the TCO.