



**BUILDING DIVISION  
APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

**PROPOSED BUSINESS INFORMATION**

BUSINESS NAME:		PERMIT#:
BUSINESS OWNER NAME:	PHONE #:	FAX #:
BUSINESS ADDRESS:		E-MAIL:
NAME OF COMMERCIAL CENTER:		
PROPERTY OWNER NAME:	PHONE #:	FAX #:
MAILING ADDRESS:		EMAIL:
CITY:	STATE:	ZIP:

**APPLICANT INFORMATION**

APPLICANT NAME:	PHONE #:	FAX #:
APPLICANT TITLE:		
PROPOSED BUSINESS:	DATE OF EARLY OCCUPANCY:	
PURPOSE OF EARLY OCCUPANCY:		

**INSURANCE INFORMATION**

INSURANCE CARRIER FOR BUILDING:	POLICY#:	
AGENT:	PHONE #	FAX #:
BANK/LENDER:	BRANCH:	PHONE #:

**BUILDING INFORMATION**

SQUARE FOOTAGE:	OCCUPANCY GROUP:	CONST. TYPE:
FIRE SPRINKLERED: YES <input type="checkbox"/> NO <input type="checkbox"/>		

***I hereby agree to abide by all conditions of the Temporary C of O and understand that permanent occupancy is not approved for the above-referenced project until a permanent Certificate of Occupancy is issued by the City***

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Do Not Write Below This Line – For Office Use Only**

REVIEW REQUIREMENTS	CONDITIONS ATTACHED	APPROVED	DATE
FEES PAID, PERMITS ISSUED, BONDS REQUIRED:	Front Counter - Receivables: Yes <input type="checkbox"/> No <input type="checkbox"/>		
SAFETY, SITE & BUILDINGS EGRESS/ACCESS REQ:	Building Approval Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>		
PLANNING REQUIREMENTS:	Planning Approval Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>		
FIRE SAFETY REQUIREMENTS:	Fire Approval Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>		
PUBLIC WORKS REQUIREMENTS:	PW Approval Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>		
OTHER:			

**TEMPORARY CERTIFICATE OF OCCUPANCY APPROVAL**

BUILDING OFFICIAL:	DATE:
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**THIS TEMPORARY CERTIFICATE OF OCCUPANCY IS VALID FOR \_\_\_\_\_ DAYS TO START ON \_\_\_\_\_**  
**ISSUANCE OF THIS TEMPORARY CERTIFICATE OF OCCUPANCY DOES NOT GRANT THE APPLICANT PERMISSION TO OPEN FOR BUSINESS UNLESS SPECIFICALLY ADDRESSED IN ATTACHED CONDITIONS.**