



## Application for Temporary Certificate of Occupancy

### Marion County Public Works – Building Inspection

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### Applications for a temporary certificate of occupancy require five (5) business days to process

#### Scope:

- Temporary Certificate of Occupancy (TCO) approval is at the jurisdiction's discretion (OSSC section 110.3).
- A TCO shall be granted for a limited duration of time. Requests for a TCO that exceeds 30 days will only be granted at the discretion of the Building Inspection Division.
- This TCO shall not be construed as permission to occupy any portion of the structure other than that portion described in this document.
- This TCO may be suspended or revoked if deemed necessary by the Building Inspection Division (OSSC Section 110.3).

#### Requirements:

- The project owner or the owner's agent must complete the bottom of this form, and complete, sign and date the opposite side of this form.
- There shall be no substantial hazard to life or safety within any portion of the entire structure as determined by the Building Inspection Division.
- An approval will require the signatures of the project owner/agent and either the building official or a plans examiner.
- The project must receive an approved final inspection or an approved TCO extension before the expiration of the TCO. Continued occupancy of a building after expiration of the TCO is a violation of the Oregon Structural Specialty Code and additional fees or fines may be imposed.
- A TCO will normally be issued for only 30 days. Special circumstances should be noted if the TCO is expected to exceed 30 days. Requests to extend a 30-day TCO must be submitted in writing at least five business days before the expiration date.
- A copy of this approval must be posted in a conspicuous place on the premises and shall not be removed except by the building inspector assigned to the project.

#### Cost:

- **The cost of this TCO application shall be \$150.00 (includes first 30 days, if approved)**
- **Each additional 30 day period is \$150.00**

Temporary Certificate of Occupancy Application			
Project Name:		Building Permit Number:	
Site Address:			
<b>Applicant</b>		<b>Owner</b>	
Name:		Name:	
Address:		Address:	
City/State/ZIP:		City/State/ZIP:	
Phone: ( )	Fax: ( )	Phone: ( )	Fax: ( )
Email:		Email:	
Explanation, if TCO is requested for more than 30 days:			

# Temporary Certificate of Occupancy

Permit Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

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

Describe area(s) to be occupied: \_\_\_\_\_

\_\_\_\_\_

Owner, Owner's Agent  
or Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Representing (business name): \_\_\_\_\_

## **OFFICE USE ONLY**

TCO start date: \_\_\_\_\_ TCO expiration date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe area(s) not to be occupied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plans Examiner or Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_