



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.
- A TCO shall not be construed as permission to occupy any portion of the structure other than that portion described in this document.
- A 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 authorized agent must complete the application section of this form, and complete, sign and date the opposite side of this form.
- **All Final Inspections shall be completed and there shall be no outstanding deficiencies that present a 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 or owner's authorized 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.

Cost:

- **The cost of this TCO application shall be \$150.00.**
- **Each additional renewal is \$75.00.**

Temporary Certificate of Occupancy Application			
Project Name:		Building Permit Number:	
Site Address:			
Area(s) to Be Occupied:			
Number of Days Requested for Temporary Occupancy:			
Explanation, if TCO is requested for more than 30 days:			
Applicant		Owner	
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:			

I certify that I am the project owner or the owner's authorized agent.

Authorized Agent/
 Owner's Signature: _____ Date: _____

Printed Name: _____

For Office Use Only:

- Electrical _____
- Mechanical _____
- Plumbing _____
- Structural _____
- Planning/City _____
- MC LDEP _____
- Fire Marshal _____

Portion of building/conditions entered into Accela.

Number of days valid entered into Accela.

Approved Denied

Plans Examiner Signature: _____ Date: _____