APPLICATION PROCEDURES

The following are the application procedures for a Temporary Certificate of Occupancy (TCO):

1. If requested by the Building Official, the Project Representative/Applicant shall request an inspection prior to the TCO application. The inspector(s) will determine in consultation with the Building Official and other City Divisions if the project is ready for a Temporary Certificate of Occupancy (TCO) and if required by the Building Official request a meeting with the (Project Review Committee (PRC).

2. If required, the Project Review Committee (PRC) shall serve as the working group to review requests and to make recommendations to the Building Official for Temporary Certificates of Occupancy (TCO). The Building Official is responsible for the original issuance of any TCO for public, commercial, industrial, and multi-family structures. The PRC may also act to condition the final of single family dwellings.

3. If the City Inspector(s) and the Building Official deem the project ready for Temporary Occupancy the Project Representative shall submit a request for a TCO to the City Building Official. The following items must be included in the request:
   a. Completed TCO application form
   b. List of outstanding items and associated costs
   c. Timeline for the unfinished work to be complete
   d. Letter addressed to Building Official from owner and contractor assuming full risk and responsibility
   e. Non-refundable application filing fee - $350.00

4. If required requests shall be submitted to the City by noon on Friday in order to be heard at the following Wednesday PRC meeting. PRC meetings are held on an as-needed basis, typically Wednesdays at the following location and time:

   City Hall (First Floor)
   1110 West Capitol Avenue
   Room 104 – (near Parks & Recreation public counter)
   1:30 PM

CONDITIONS REQUIRED FOR ISSUANCE

At the PRC meeting, a recommendation will be made to issue or deny a TCO. The recommendation will be based on the evidence before the committee and the rules governing issuance. A TCO may be issued if the following conditions are met:
1. There are no remaining fire, life, health or safety correction items to complete.

2. All work will be completed within thirty (30) calendar days, or, upon written request, thirty (30) calendar days plus any extensions granted by the Building Official up to 90 calendar days.

3. All work completed at the time of request is in conformance with the approved plans.

4. If required a surety in the form of cashier’s check, assigned passbook, certificate of deposit, or irrevocable letter of credit has been posted in an amount greater than $10,000 or in multiples of $10,000 sufficient to cover the remaining cost of the work. If the remaining cost of the work is significantly under $10,000, a surety in the amount of two times the cost may be posted in lieu of the $10,000 minimum. In no case will the amount of the required surety exceed $100,000.

5. Any other specific conditions of the PRC.

TCO EXTENSION BY BUILDING OFFICIAL

Upon formal application and payment of application fee, the City’s Building Official may consider extending the TCO beyond the one hundred and twenty (120) days allowed through the PRC procedures. A written request for the additional extension must be submitted to the Building Official. The following items must be included in the submittal:

1. Completed General Application Form (Building Division)
2. Application Fee ($350.00)
3. Justification Statement which includes specific details as to why the extension is necessary, what items remain to be completed, and a timeline of their completion.

RETURN OF SURETY

The surety will be returned when all City department requirements have been met. A written request for release of the surety shall be submitted to the Community Development Department. Processing time for the release is typically 2-4 weeks from receipt of said written request. When a dispute arises as to the timeliness or appropriateness of a physical improvement, the City Council may consider the forfeiture of the entire surety, in addition to existing procedures for the revocation of the TCO.