

# Request for Temporary Certificate of Occupancy

Request Date: \_\_\_\_\_ Building Permit #: \_\_\_\_\_  
Project Address: \_\_\_\_\_ Parcel #: H \_\_\_\_\_  
Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Property Owner / Company (Legal Name): \_\_\_\_\_

- Sole Proprietor       Partnership       Corporation       L.L.C.

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

Property Owner(s): \_\_\_\_\_ Legal Title: \_\_\_\_\_

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***A Site Improvement Agreement will be drafted by the City for the property owner's notarized signature. Surety and admin fee are due with the signed agreement. Surety is accepted in the form of cash, cashier's check, performance bond or letter of credit.***

**1. Commercial Projects. Return the following with signed site improvement agreement:**

- Attach a complete list of unfinished work with support documents showing the associated costs (Materials and Labor) to complete the unfinished work. The surety will be calculated at 150% of the value of the unfinished work.
- \$250.00 non-refundable administrative fee.**

**2. Residential Projects. Return the following with signed site improvement agreement:**

- Landscaping only surety** is calculated at \$500.00 each item with \$1000.00 minimum.
- Other incomplete items.** Attach a complete list of unfinished work with support documents showing the associated costs (Materials and Labor) to complete the unfinished work. The surety will be calculated at 150% of the value of the unfinished work.
- \$165.00 non-refundable administrative fee.**

**CITY OFFICE USE ONLY:**

1.  Administrative fee – Paid by \_\_\_\_\_ Ck #: \_\_\_\_\_

2.  Surety: Amount due \_\_\_\_\_

Cashier's Check: # \_\_\_\_\_ Bank: \_\_\_\_\_

Performance Bond: \_\_\_\_\_ Bank: \_\_\_\_\_

Letter of Credit, ID. No. \_\_\_\_\_ Bank: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

(Permit Tech)

- 3.  Administrative Fee to Finance with this TCO application.
- 4.  Surety to Finance Department with Surety Tracking Information form.