



TCO Request / Extension

Date: _____	Permit # _____
Project: _____	
Block: _____	Lot: _____
Address: _____	
Reason TCO Requested: _____	
Contact Information	
Telephone: _____	Fax: _____ email: _____
Contractor's Business Name: _____	
Contractor/Owner Name: _____	
Contractor/Owner Name (signature) _____	
For Office Use Only	
TCO Issued: _____	
TCO Expires: _____	

Approved

Denied

 Building Official Signature

 Date

A notarized letter on Company letterhead must be attached stating the reason for a T.C.O. request.

A Temporary Certificate of Occupancy (TCO) is generally issued for a period of 30 days. A TCO may be issued for a maximum period of 90 days and may be extended with proper justification.

The fee for a TCO/TCO Extension is \$55.00 due and payable prior to processing.

It is unlawful to occupy a building without a current TCO or CO.

For questions related to the issuance of a TCO/CO, please contact 239-574-0606.