



# Application for Temporary Certificate of Occupancy (TCO)

City of Warrenton Planning and Building Department  
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 Email: buildingclerk@ci.warrenton.or.us

DEPARTMENT USE ONLY		
Permit no.:		
Submittal Date:		
TCO Issue Date:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Denial Comments
Department		
Signature:		

## NOTICE:

- Issuance of a Temporary Certificate of Occupancy (TCO) prior to the completion of the entire work covered by a permit is at the discretion of the Building Official, with the time period during which time the TCO is valid is likewise determined by the Building Official, in accordance with OSSC Section 110.3, and ORSC R110.4.
- A TCO shall be granted for a **duration of 60 days** (calendar days). Requests for a TCO that exceeds 60 days will only be granted at the discretion of the Building Official.
- Any occupancy of a building, structure, or portion thereof without a valid Certificate of Occupancy shall be illegal, and an approved TCO shall not be construed as permission to occupy any portion of the structure other than that portion described in this document.
- Certificate of Occupancies may be suspended or revoked if deemed necessary by the Building Official in accordance with OSSC Section 110.3.

## REQUIREMENTS:

- **All final inspections shall be completed and there shall be no outstanding deficiencies that present substantial hazard to life or safety within any portion of the entire structure.**
- 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.
- Special circumstances should be noted if the TCO is expected to exceed 60 days. Requests to extend a TCO must be submitted in writing at least five business days before the expiration date.

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	
OCCUPANCY REQUEST	
<input type="checkbox"/> New TCO Application	<input type="checkbox"/> Phased TCO
<input type="checkbox"/> TCO Extension	
Requested Start Date:	
Date of Completion:	
REASON OF REQUEST	
AREA(S) TO BE OCCUPIED	
CHECKLIST OF REQUIREMENTS	
<input type="checkbox"/> Fire Sprinkler/Alarm ( <i>Tested, Accepted, and Certified</i> )	
<input type="checkbox"/> Conditions of Approvals ( <i>Land Use, Utilities, Improvements, etc.</i> )	
<input type="checkbox"/> County Health	<input type="checkbox"/> State of Oregon
<input type="checkbox"/> Deferred Submittals	<input type="checkbox"/> Special Inspections
FINAL INSPECTIONS COMPLETE	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Planning/Development Code
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Public Utilities
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Building/Structural
<input type="checkbox"/> Fire	
FEE SCHEDULE	
<input type="checkbox"/> New TCO Application Fee (Commercial).....\$350.00	
<input type="checkbox"/> New TCO Application Fee (Residential).....\$175.00	
<input type="checkbox"/> Re-Inspection Fee ( <i>failed inspection</i> ).....\$125.00	

JOB SITE INFORMATION AND LOCATION	
Project name:	
Job site address:	
City/state/ZIP:	
APPLICANT INFORMATION (OWNER OR AGENT)	
Name:	
Mailing address:	
City/state/ZIP:	
Phone:	Mobile phone:
Email:	
CONTRACTOR INFORMATION	
Business name:	
Contact Name:	
Address:	
City/state/ZIP:	
Phone:	Fax:
Email:	
DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE	
Business name:	
Contact Name:	
Address:	
City/state/ZIP:	
Phone:	Fax:
Email:	
SIGNATURE	
I hereby certify that I have read and examined this application and know the above information is true and correct. All work to be performed shall be done in accordance with all governing laws and rules, and shall comply with applicable building code and all required conditions of approvals. I understand and agree that the City of Warrenton assumes no liability in any way connected with the processing, approval, or the providing of the Temporary Occupancy requested.	
Applicant's Signature:	
Print name:	Date: