

REQUEST FOR: (check one)

- TCO - Temporary Certificate of Occupancy**
- PCO – Partial Certificate of Occupancy**
- PST - Permission to Stock and/or Train**

Note: For Permission to Stock and Train, only contractor and owner’s/tenant’s personnel and those necessary to set up business are allowed to occupy, the facility is not allowed to be open for business. A Partial CO certifies that a particular area of a project has been 100% inspected and allowed to open for it’s intended use. There should be no unresolved inspections in an area requesting a PCO. A Temporary CO allows the facility to be open for its intended use for a specified time due to one or more items not being completed. A Temporary CO may be requested for a complete project or a part there of. A Temporary CO will not be issued if any Life Safety issues are unresolved.

Contractor _____ Permit#/Year _____
 Address of Project _____
 Requested by _____
 Reason for Request _____

For Temporary Certificate of Occupancy, state length of time TCO is requested for _____
 List all outstanding items _____

For Partial Certificate of Occupancy, define area of project for which PCO is being requested:

List **all** associated MEP permits that are **NOT** finalized below, and obtain MEP inspector’s approval/signature prior to coming to Building Inspection Division Office. If a Landscape and/or Fire Marshall inspection is required and has not been passed, obtain inspector’s approval/signature below.
Note: A Landscape sign-off is not required for a Permission to Stock or Train.

Permit Number/Type/Year (sample 12345.001/M/04)

Inspector’s Signature

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/ /	
Landscape Inspector	
Fire Marshall	

This form must be kept on site, and completely filled out prior to requesting inspector’s signature. **After** all required signatures are completed, bring this form to a Building Inspection Supervisor along with the required fee (\$100 residential, \$150 commercial). **Do not bring it to the office expecting the MEP supervisor to sign-off for the MEP inspector, the supervisor has not been to the site and does not know the condition of the project.** If all things are correct, the Building Supervisor will schedule the TCO, PCO, or PST inspection for the Building Inspector for the next working day.

Note: For a passed PST inspection, no form will be sent out. The approval will be confirmed by a passed “69” inspection in our records.