



DEPARTMENT OF PUBLIC WORKS
Building Inspection Division

July 17, 2001

MEMORANDUM

BULLETIN G-20-01

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: **Temporary Certificates of Occupancy (TCOs)**

For some time now we have been issuing Temporary Certificates of Occupancy, and we will continue to do so. However, some of you have been taking advantage of the process in order to get clients moved in, but have not obtained your final Certificates of Occupancy in the agreed upon time.

This is to notify you that effective immediately, we have started tracking TCOs by company ID number. You will not be able to request a TCO if you have a TCO, which is overdue. I advise you to review the situation thoroughly before requesting a TCO. As an example, if you obtain a TCO to allow an owner to move in early, with him agreeing to install the landscaping in 30 days, and he doesn't, it is **YOUR** TCO privileges which will be stopped.

If you have any questions, please contact the Building Inspection Division at 630-1100.

THG/mg

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