



CITY OF TALENT • COMMUNITY DEVELOPMENT

PO Box 445, Talent, Oregon 97540
Phone: (541) 535-7401 Fax: (541) 535-7423 www.cityoftalent.org

TEMPORARY CERTIFICATE OF OCCUPANCY

Property Owner	Street Address or Property Location	Phone
Applicant (if different from above)	Mailing Address	Phone
Email Address		

PROJECT INFORMATION

Permit # _____

Reason for Temporary Occupancy (TCO) _____

Estimated Final CO Date _____

Specify "Area of Work to be Completed" _____

EXPEDITED SERVICES	
<input type="checkbox"/> Temporary Occupancy	<input type="checkbox"/> Phased Temporary Occupancy
REQUESTED APPROVALS - DEPARTMENTS/DIVISIONS (Check all that apply)	
<input type="checkbox"/> Building	<input type="checkbox"/> Fire
<input type="checkbox"/> Planning	<input type="checkbox"/> Public Works

NOTICE

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) means that the City of Talent’s Community Development Department will allow the building or a portion of it to be occupied temporarily for a period of **thirty (30) days** before completion of the entire work covered by the permit. Portion or portions of the work area which are deemed safe to occupy as evidenced by inspection reports stating “approved for TCO” or evidenced by “final approval” on building permits may be allowed a TCO. A TCO issued to meet Zoning Requirements may be granted for a period not to exceed 90 days.

CERTIFICATE OF OCCUPANCY (CO) means that the building or work area as defined in the permits scope of work has been found to meet **all** the requirements applicable to the permit and is allowed to be occupied permanently for its intended use.

PROCESS FOR A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO):
 An application for a TCO must be completed and submitted to Talent Community Development a minimum of 2 business days prior to the date of scheduling the **last** final building inspection. Once the TCO application is approved, staff will verify all related permits are in **“Final Approval”** status, notify the applicant, process the TCO deposit fee of \$500 and issue a TCO valid for **30 days from date of payment**. **TCOs that expire without a request for extension will forfeit any remaining deposit and will be required to provide an additional \$500 deposit for any subsequent extensions.**

- Applicant will be responsible for contacting the Talent Community Development staff to schedule all outstanding and/or open inspections prior to the expiration date of the TCO to transition from TCO to CO status without additional fees.
- If the final inspection process cannot be completed prior to the expiration date of the TCO, the responsible party must submit a justification for an extension request in writing to Talent Community Development staff for approval by the Building Official.

Note: Additional fees may apply at the discretion of the Building Official.

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

The City of Talent is an Equal Opportunity Provider



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ACKNOWLEDGEMENTS

I understand and agree that these charges are in addition to the standard fees. I further understand and agree that the City of Talent assumes no liability in any way connected with the processing, approval, or providing the Temporary Occupancy requested. I further understand that a \$100 administrative fee will be deducted from the \$500 deposit at the time the deposit is refunded.

Property Owner or Applicant's Signature: _____

Print Name: _____ Date: _____

REVIEWED BY:

Building _____ initials Planning _____ initials Public Works _____ initials Fire _____ initials

COMMUNITY DEVELOPMENT REVIEW:

- APPROVED**
- DENIED**

REASON FOR DENIAL: _____

CONDITIONS OF APPROVAL: _____

FEE INFORMATION	
The fees for Temporary Occupancy Services are in addition to the standard permit fee.	
FEE SCHEDULE	
Temporary Occupancy (deposit)	\$400.00
Administrative Fee (non-refundable)	\$100.00

FOR OFFICE USE ONLY			
<i>Date Received:</i>	<i>File Number:</i>	<i>Community Development Director:</i>	<i>Review Date:</i>

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