



Application For Temporary Occupancy

Community Development Department
Office: Kalapuya Building
4500 SW Research Way, Corvallis, OR 97333
(541) 766-6819
www.co.benton.or.us/cd

DEPARTMENT USE ONLY	
Permit No:	
Date Received:	

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial / Industrial / Multi Family	<input type="checkbox"/> 1- and 2-Family Dwelling
OCCUPANCY REQUEST	
<input type="checkbox"/> New Application	<input type="checkbox"/> Extension of existing TCO
Requested Dates for Occupancy: ____/____/____ thru ____/____/____	
JOB SITE LOCATION	
Job site address:	
REASON FOR REQUEST	
(Summary of progress made to date and the reason why additional time is necessary)	
APPLICANT (OWNER OR AGENT)	
Company name:	
Contact name:	
Phone:	Alt Phone:
E-mail:	
Applicant's signature:	
Print name:	Date:
DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE (IF APPLICABLE)	
Name:	
Phone:	License No:
E-mail:	
DPRC's signature:	
Print name:	Date:
CONTRACTOR	
Business name:	
Phone:	CCB No:
E-mail:	
Contractor's signature:	
Print name:	Date:

NOTICE
<p>Oregon Structural Specialty Code Section 111.3 & Oregon Residential Specialty Code R110.4 allows the Building Official to issue a Temporary Certificate of Occupancy (TCO) before the completion of the entire work covered by a permit. The issuance of a TCO is a discretionary act. (Please refer to BC Bldg Policy 1018 for more detailed information of the process.)</p> <p>Each TCO is valid for 60 days. Extensions may be granted for a period not to exceed 60 days each.</p> <p>Any occupancy of a building, structure, or portion thereof, without a valid certificate of occupancy, shall be illegal.</p>

CHECKLIST OF REQUIRED ITEMS:																																
<p>Please verify the following items are complete prior to submitting this application:</p> <table border="0"> <tr> <td>Y</td> <td>N</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Fire Sprinkler/Alarm tested, accepted & certificates complete</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Bonds Posted as required</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>PIPC - Public Improvements</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>County Health</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>State of Oregon</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Special Inspection</td> </tr> <tr> <td colspan="4">All deferred submittals</td> </tr> </table>	Y	N	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler/Alarm tested, accepted & certificates complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bonds Posted as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PIPC - Public Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	County Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State of Oregon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection	All deferred submittals			
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<p>Has the project passed the required final inspections from the following disciplines for the TCO request?</p> <table border="0"> <tr> <td>Y</td> <td>N</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Electrical</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Plumbing</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Mechanical</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Fire</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Land Development Code</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Excavation/Grading/Erosion</td> </tr> <tr> <td colspan="4">Building / Structural</td> </tr> </table>	Y	N	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Development Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excavation/Grading/Erosion	Building / Structural			
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INSPECTION & APPROVAL
<p>It is the applicant's responsibility to make final inspection requests from the various regulatory entities as needed.</p> <p>After the project status has been reviewed for TCO eligibility, the lead inspector will conduct a final inspection. TCO inspection requests must be received two (2) business days in advance. If approved, the Temporary Certificate of Occupancy will be emailed to the applicant listed on the permit.</p>

FEES	
New Application	\$250
Extension Request	\$250
Re-inspection Fee (for failed inspections)	\$100