



REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Request Date: _____ Building Permit #: _____
Project Address: _____ Parcel #: H _____
Requested by: _____ Phone: _____
Company: _____ Email: _____
Current Property Owner / Company (Legal Name): _____
 Sole Proprietor Partnership Corporation L.L.C.

Address: _____

Property Owner(s): _____ Legal Title: _____

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A Site Improvement Agreement will be drafted by the City for the property owner's notarized signature. Surety and admin fee are due with the signed agreement. Surety is accepted in the form of cash, cashier's check, performance bond or letter of credit.

1. Commercial Projects. Return the following with signed site improvement agreement:

- Attach a complete list of unfinished work with support documents showing the associated costs (Materials and Labor) to complete the unfinished work. The surety will be calculated at 150% of the value of the unfinished work.
- \$250.00 non-refundable administrative fee.**

2. Residential Projects. Return the following with signed site improvement agreement:

- Landscaping only surety** is calculated at \$500.00 each item with \$1000.00 minimum.
- Other incomplete items.** Attach a complete list of unfinished work with support documents showing the associated costs (Materials and Labor) to complete the unfinished work. The surety will be calculated at 150% of the value of the unfinished work.
- \$165.00 non-refundable administrative fee.**