



CITY OF NORTH SALT LAKE

COMMUNITY & ECONOMIC DEVELOPMENT

BUILDING DEPARTMENT

10 East Center St., North Salt Lake, UT 84054

Phone: 801.335.8721

www.nslcity.org

TEMPORARY CERTIFICATE OF OCCUPANCY

This Temporary Certificate of Occupancy (TCO) applies to all occupancy and must be requested in writing by the owner of the property and contractor. If approved, an owner will be permitted to make use of any specific portion or all of a building and or portion or all of their facility for a period of time agreed upon by both the owner of the property and the City while completing the remaining construction work.

The City Building Official may authorize a Temporary Certificate of Occupancy on a case- by-case basis, using the following standards:

- All construction activity is approved by the City in the immediate vicinity of the area proposed for occupancy including access to and egress from the area. All ingress and egress to the area proposed for occupancy shall be approved.
- All life safety aspects of construction are approved in the immediate vicinity of the area proposed for occupancy such as fire protection, fire prevention, fire alarms, means of egress, emergency lighting, emergency vehicle access and similar safety features.
- All electrical work must be approved or at the very least, covered in the immediate vicinity of the area proposed for occupancy.
- Sanitary facilities are approved serving the area proposed for occupancy.
- Heating and cooling facilities are approved in the immediate vicinity of the area proposed for occupancy.
- There shall be an accessible path of travel to every area proposed as required for the occupancy served.
- Applicant shall post a security bond in an amount determined by the Building Official equal to the estimated construction value of all unfinished improvement.
- Temporary Certificates of Occupancy may be granted for a period of time at the discretion of the Community Development Director, or designee, and the Building Official. A onetime extension may be granted.

PROCEDURE

1. Applicant shall complete TCO Application and submit with owner/contractor signature, any other outstanding fees pending on project.
2. Signature approvals from all other Departments and Agencies (i.e. Planning, Public Works, Fire, etc.) shall be obtained on the completed Certificate of Occupancy Worksheet. The applicant shall indicate why temporary occupancy is needed; provide a list of all items proposed for deferral under the TCO, and the expected time period to complete the remaining items.
3. **A refundable bond deposit is required for a Temporary Certificate of Occupancy.** The amount of the bond is to be determined by the Building Official in conjunction with other departments approving temporary occupancy. The minimum bond amount is \$1,000.00.
4. **All Special Inspections must be completed prior to the request.** All Special Inspections must be completed and approved by the Building Inspector prior to issuing a Temporary Certificate of Occupancy.
5. **A Temporary Certificate of Occupancy will be issued for a period of time as determined by the Building Official.** The agreed established time for Temporary Occupancy shall be used to complete all outstanding items identified in writing by the Building Inspector. The expiration date of the TCO shall be specified on the form. All outstanding items shall be attached to the TCO form by the applicant upon payment of bond. If all the outstanding items are not complete by the expiration date, the TCO will expire, the property will be vacated and utilities may be disconnected. In addition the bond will be forfeited and a code enforcement case along with an administrative citation and fees may result.



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TEMPORARY OCCUPANCY APPLICATION

Parcel #: _____ Building Permit #: _____ Date: _____

Site Address: _____

Owner Name: _____ Phone: _____

Mailing Address (if different from site address): _____ Email: _____

Contractor Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Project Valuation: _____ Valuation of Remaining Work: _____

Reason for the request:

The undersigned covenant and agree as a condition to the approval of the above request for temporary occupancy to have the building or buildings complete and in compliance with applicable building codes, ordinances and regulations and ready for inspection prior to the expiration date specified. If this Temporary Certificate of Occupancy expires, the total amount of the bond may be forfeited and the non-compliance may result in an enforcement action. The undersigned declare that all life safety issues have been satisfied.

Upon Completion and Inspection, cash bond to be returned to: Owner Contractor

Owner Signature	Print Name	Date
Contractor Signature	Print Name	Date

City Use

Temporary Certificate Issued: _____ Expiration Date: _____

Bond Type: Surety Bond Check Cash Bond Amount of Bond: _____

Date Paid: _____ Total Amount Paid: _____ Receipt #: _____

Required completion items: (attach additional information, site plan, maps, as necessary)

Work to be completed	Description	Bond Amount	Required Completion Date

Approval of temporary certificate ensures that all fire protection and life safety systems have been completed, inspected, successfully tested and approved for the specific area of the building specified above to provide a reasonable degree of safety to the occupants from fire and similar emergencies.

Conditions:		
Community Development Signature	Print Name	Date
Conditions:		
Building Official Signature	Print Name	Date