



Life Connected.

Temporary Certificate of Occupancy

Policy Process for New Commercial Buildings

Temporary Certificate of Occupancy (TCO) is a courtesy offered by the City for a project that is nearing completion and wants to occupy space while the project remains unfinished, with the intention of only minor, cosmetic items remaining outstanding. Consideration of TCO requests is subject to discretionary review and approval by multiple departments involved in the development process, including Building, Engineering, Fire, Health, and Planning. The parameters below are intended to provide a summary of major elements and concerns that must be satisfied by the project for TCO eligibility; however, as each project is inherently unique, each department may amend the below guidelines to better accommodate the nuances of a given project. All TCOs are subject to the fees as outlined in the Master Fee Chart.

The following items must be complete prior to submitting a TCO application:

- All life-safety items, as determined by Building and Fire.
- Filing of any plat associated with the project, prior to requesting final inspections.
- A Final Inspection by each department, including Building, Engineering, Fire, Health, and Planning, with a punch-list of required corrections generated.
 - Each department's inspector will determine if the punch list would prohibit issuance of a TCO (evident by a failed inspection) or is minor enough to allow for a TCO (evident by a partial pass)

TCO Application:

- Submit a completed TCO Application through the permitting software with all associated fees paid.
- An estimated timeframe for completion of each item from the comprehensive punch-list of items requiring correction must be included.
- All punch-list items, including fees and final timeframe for completion, must be agreed to and acknowledged by the applicant, owner, and tenant.

Issuance of a TCO shall be informed by and contingent upon the following criteria being met:

- All major punch-list items, including those that require a long, costly, or otherwise complicated cure time, must be complete.
- A TCO application must be re-submitted every 30 days from date of issuance.
- Any extension of the TCO is subject to review and approval by staff.
- Customers are responsible for completing all work and rescheduling all inspections within the timeframe outlined by the TCO.
- Upon expiration, the TCO shall be revoked.



Life Connected.

New Commercial Buildings Temporary Certificate of Occupancy Application

PROJECT INFORMATION

Permit No: _____

Project Name: _____

Project Address: _____

TCO START DATE REQUEST: _____

CONTACT INFORMATION - OWNER

Owner Name: _____	Phone: _____
-------------------	--------------

Owner Address: _____	City/State/Zip: _____
----------------------	-----------------------

Owner Email: _____	Signature: _____
--------------------	------------------

CONTACT INFORMATION - TENANT

Tenant Name: _____	
--------------------	--

Tenant Address: _____	City/State/Zip: _____
-----------------------	-----------------------

Tenant Email: _____	Signature: _____
---------------------	------------------

CONTACT INFORMATION – APPLICANT (PRIMARY CONTACT)

Contractor Name: _____	Phone: _____
------------------------	--------------

Contractor Address: _____	City/State/Zip: _____
---------------------------	-----------------------

Contractor Email: _____	Signature: _____
-------------------------	------------------

THIS CERTIFIES THAT ON THIS DATE AN APPLICATION WAS MADE FOR A TEMPORARY CERTIFICATE OF OCCUPANCY WITH THE CITY OF CELINA, AND BY THIS SIGNATURE, THE APPLICANT (PROPERTY OWNER, TENANT, AND CONTRACTOR) HAS HEREBY SEEN THE REMAINING PUNCH LIST ITEMS NECESSARY TO RECEIVE A CERTIFICATE OF OCCUPANCY, AGREES TO COMPLETE EACH ITEM IN A TIMLEY MANNER, AND AGREES TO COMPLY WITH ALL THE PROCESSES AND REQUIREMENTS STATED IN THE TCO PROCESS FOR COMMERCIAL BUILDINGS, APPLICABLE CODES, AMENDMENTS, AND CITY ORDINANCES.

APPLICANT PRINTED NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

All TCOs are subject to application and permit fees. Such fees are calculated by using the master fee chart that is current at the time of the TCO request.

The current master fee chart can be found at <https://www.celina-tx.gov/DocumentCenter/View/8089>

<https://www.celina-tx.gov/1759/Privacy-Policy>