



Life Connected.

Temporary Certificate of Occupancy

Policy Process for Residential Dwellings

Temporary Certificate of Occupancy (TCO) is a courtesy offered by the City for a project that is nearing completion and wants to occupy the home 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 staff. The parameters below are intended to provide a summary of major elements and concerns that must be satisfied by the project for TCO eligibility. 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 previous inspections
- All outstanding fees paid
- All final documents submitted and approved
- A final building inspection
- Sod/landscaping and irrigation
- All mechanical, electrical, and plumbing
- There shall not be any critical/life-safety items pending
Example: broken glass, handrails, means of egress, smoke and carbon detectors, foundation integrity, grading/drainage, driveway access, etc.
- A structure shall not be occupied or stocked with materials, furniture and/or merchandise until a CO or TCO has been issued

TCO Application:

- Submit a completed TCO Application at least 2 business days prior to the anticipated issuance of a TCO.
- All punch-list items, including fees and final timeframe for completion, are agreed to and acknowledged by signing this application.

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

- The homeowner/buyer will allow access to complete all outstanding items.
- The final building inspection must be rescheduled by the permit holder when all outstanding items have been completed.
- The permit Builder/permit holder is responsible for coordinating access for reinspection. Builder or Homeowner must be present.
- A TCO shall be limited to 10 days from date of issuance. Any extension of the TCO is subject to review and approval by staff and must be submitted to the City with a new application (and timeframe) at least 2 business days prior to the 10-day expiration of the current TCO.
- Upon expiration, the TCO shall become null and void.
- Satisfactory past performance on TCOs.



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Residential TCO Application

PROJECT INFORMATION
Permit No:
Project Name:
Project Address:
TCO START DATE REQUEST:

CONTACT INFORMATION – HOME BUYER/OWNER	
Buyer/Owner Name:	Phone:
Buyer/Owner Address:	City/State/Zip:
Buyer/Owner Email:	

CONTACT INFORMATION – APPLICANT (PRIMARY CONTACT)	
Builder/Contractor Name:	Phone:
Builder/Contractor Address:	City/State/Zip:
Builder/Contractor Email:	

By signing this form, you acknowledge that all outstanding items will be completed within _____ days and all fees associated with the TCO will be paid prior to receiving a CO. Fees will continue to accrue until all items and fees are complete and the CO is issued.

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 AGREES TO COMPLY WITH ALL THE PROCESSES AND REQUIREMENTS STATED IN THE TCO PROCESS FOR RESIDENTIAL BUILDINGS, APPLICABLE CODES, AMENDMENTS, AND CITY ORDINANCES.

BUILDER/CONTRACTOR PRINTED NAMES: _____	DATE: _____
BUILDER/CONTRACTOR SIGNATURE: _____	DATE: _____
BUYER/OWNER PRINTED NAMES: _____	DATE: _____
BUYER/OWNER 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>