



# Application for Temporary Certificate of Occupancy

**Required Information** *Please Print in Ink or type*

<b>BUILDING PERMIT NO.</b>	<b>BTCO No.</b>	
<b>PROJECT ADDRESS, CITY AND ZIP</b>		
<b>DESCRIBE REASON FOR REQUEST:</b>		
<b>APPLICANT'S NAME:</b>	<b>MAILING ADDRESS:</b>	<b>PHONE NUMBER:</b>
<b>APPLICANT'S E-MAIL ADDRESS:</b>		
<b>OWNER'S NAME:</b>	<b>MAILING ADDRESS:</b>	<b>DAYTIME PHONE NUMBER:</b>
<b>OWNER'S E-MAIL ADDRESS:</b>		
<b>IF NEW STRUCTURE; Please provide a current mailing address &amp; owner:</b>		

**Request is for:**

Fixtures Only       General Occupancy       Partial (Provide 8½ x 11 plan showing portion of building)  
 Reinspection       Stocking / Training

ENTIRE BUILDING DESCRIPTION # Stores \_\_\_\_\_ DESCRIPTION OF PORTION TO BE OCCUPIED \_\_\_\_\_

Type: \_\_\_\_\_ Size: \_\_\_\_\_ Floor # \_\_\_\_\_ Occ. Load: \_\_\_\_\_

Occupancy \_\_\_\_\_ Use: \_\_\_\_\_ Suite # \_\_\_\_\_ Occ. Load: \_\_\_\_\_

Occupancy Load: \_\_\_\_\_ Core & Shell ONLY: \_\_\_\_\_

Other: \_\_\_\_\_ Occ. Load: \_\_\_\_\_

**I understand that inspections related to a temporary certificate of occupancy are not related to the final inspections of the building and I certify that:**

*(All apply unless initialed by inspector)*

\_\_\_\_\_ 1.- All disabled access requirements are provided in and to the spaces to be occupied under this request and will be maintained.  
 \_\_\_\_\_ 2.- All fire sensitive construction & apparatuses are complete and operable and will be maintained.  
 \_\_\_\_\_ 3.- All existing fire protection and life safety systems are complete and unobstructed and will be maintained.  
 \_\_\_\_\_ 4.- All required parking is provided for the space (s) to be occupied under this request, and will be maintained.  
 \_\_\_\_\_ 5.- All building systems required for occupancy are safe (including gas, electric, elevators, etc.) and will be maintained.  
 \_\_\_\_\_ 6.- All public works improvements are completed and will be maintained.

\_\_\_\_\_ Signature of Applicant      \_\_\_\_\_ Date

**MUST ATTACH A COPY OF THE BUILDING INSPECTION RECORD**

FOR OFFICIAL USE ONLY				Additional fees may be assessed based on the complexity of the request.	
Hourly Rate _____	Estimated Hours _____	Fee Estimate _____			
<b>OK TO SUBMIT</b> <small>PRINT</small>	<small>SIGNATURE</small>	<small>DATE</small>	<small>ACCEPTED BY:</small>	<small>DATE</small>	<small>RECEIPT NO.</small>
<b>BOND REQUIRED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: _____	Uses _____	Distribution:		
AMOUNT: _____	Occ. _____	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Fire	
DESCRIPTION _____	_____	_____	<input type="checkbox"/> Applicant	<input type="checkbox"/> Other	
	_____	_____	<input type="checkbox"/> Inspector		
	# Stories _____	# Sub-Levels: _____			

(SEE REVERSE FOR CONDITIONS OF ACCEPTANCE)

## CONDITIONS OF TEMPORARY OCCUPANCY

Building permit no. \_\_\_\_\_ BTCO no. \_\_\_\_\_

**BUILDING:**

**FIRE:**

**ENGINEERING:**

**PLANNING:**

**Department Action:** In accordance with Chapter 1, Section 110.3 or 110.4 the request is granted in as much as the Building Official finds that no substantial hazard will exist from the Temporary Occupancy.

Division Concurrence	Yes	No	N/A	Print Name	Sign Name	
Building Inspector						
Electrical						
Plumbing						
Heating & A/C						
Disabled Access						
Fire Division						
P.W. Engineering						
Grading						

APPROVED BY \_\_\_\_\_

APPROVAL DATE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_



## Temporary Certificate of Occupancy Agreement

Building permit no. \_\_\_\_\_ BTCO no. \_\_\_\_\_

Section 111.3 Volume IA of the Glendale Building and Safety Code does not mandate, but does authorize the Building Official to allow the occupancy of a building or portion thereof prior to completion of all work covered by a building permit issued by the City of Glendale when, at the discretion of the Building Official the structure can be safely occupied.

As part of the official review of all applications, the Building Official of the City of Glendale requires the owner of the property or their attorney to sign this agreement acknowledging the basic parameters of a Temporary Certificate of Occupancy.

Project Address: \_\_\_\_\_

Proposed Completion Date of Construction: \_\_\_\_\_

### Acknowledgement Owner

I certify I am the owner of, or attorney for the above referenced property and I understand and agree to the following:

1. The building under construction is not fully in compliance with the City of Glendale building code.
2. If the work needed to final the permit is not completed within time granted by this Temporary Certificate of Occupancy, the building will be vacated unless an extension of the Temporary Certificate of Occupancy has been filed, paid for and inspections and review are completed prior to the expiration date of this action.
3. I, as owner, will be responsible for all enforcement and vacation costs, if needed.
4. I understand that non-compliance will be a violation in accordance with section A114.4 Volume IA of the Glendale Building and Safety Code.

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Or.

Attorney's Printed Name: \_\_\_\_\_

Attorney's Signature: \_\_\_\_\_

Date: \_\_\_\_\_