

Apply for Temporary Occupancy Online

Customers can request TCO online using the Amendment button on an Issued Building Permit. This is only available to those customers who are properly linked to the permit in the online system.

Once logged in, search for the permit number, and then click on it to 'Select' it. Scroll down to see the 'Create Amendment' option and select that.

The screenshot shows a web interface for a permit record. At the top, it says "Permit/Complaint Status: Permit Issued". Below this are two tabs: "Record Info" and "Payments". A blue notification box states: "A notice was added to this record on 01/21/2022. Condition: Revisions In Progress Severity: No. Total Conditions: 2 (Notice: 2)". The "Work Location" section displays "350 PILOT RD". The "Details" section shows "Project Description: test due date". At the bottom, there is a yellow highlight around a "More Details" link and a green "Create Amendment" button.

Next, select Temporary Certificate of Occupancy when this screen displays and then select 'Continue Application'.

The screenshot shows a form titled "Select an Amendment Type". It instructs the user to "Choose one of the following available amendment types. For assistance or to apply for an amer". There is a search input field and a "Search" button. Below are four radio button options: "Agency Selection Change", "Inspection Item Revision", "Temporary Certificate of Occupancy", and "Revision". The "Temporary Certificate of Occupancy" option is highlighted with a yellow box. At the bottom, there is a "Continue Application »" button.

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Complete the following fields as directed.

TCO Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit button.

[Select from Account](#) [Add New](#) [Look Up](#)

TCO Request

BUILDING INTAKE

* Requested Occupancy Date:

* Area Requested for Occupancy:

* Justification for Temporary Occupancy:

Inspection Request Date:

[Continue Application »](#)

Continue Application to pay fees online

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for link.

PAY NOW				
No Address				
1 Application(s) \$125.00				
▶	Temporary Certificate of Occupancy 17TMP-002414	\$125.00	Edit	Save for later Remove

Total amount to be paid: \$125.00

Note: This does not include any additional fees which may be assessed later.

[Checkout »](#) [Continue Shopping »](#)

When the payment is complete, an email will be sent to Inspection Management Staff and they will coordinate subsequent Inspection activity.