



CITY OF REDMOND
Community Development Department

411 SW 9th St Ste 213
Redmond, OR 97756

Fax: (541) 548-0706 (541) 923-7721

www.ci.redmond.or.us

**REQUEST FOR RESIDENTIAL
TEMPORARY CERTIFICATE
OF OCCUPANCY**

Date: _____

Dear Owner or Applicant:

Please fill out this form below to request a Temporary Certificate of Occupancy for a Single Family Dwelling or Duplex.

All Fire, Life and Safety issues must be resolved and all final inspections must be called in for inspection before requesting a Temporary Certificate of Occupancy.

The Temporary Certificate of Occupancy (TCO) fee is 5% of the Building permit fee or \$150.00 minimum not to exceed \$1,000.00. Please be prepared to pay this fee at the time you request the TCO. This fee is applicable to each TCO issued or extended (typically for each 30 day period).

Please explain the reason why you need occupancy of the building before the final inspections.

Applicant: _____

Address: _____

City, State, Zip: _____

Phone number: _____ **Email address:** _____

Site Address: _____

Permit# _____

Pamela Thomas
Senior Permit Technician

OFFICE USE ONLY

Record# _____

Temporary Certificate of Occupancy Fee: \$ _____ **Receipt#** _____

Internal Review:

Public Works (DP): ____ **Planning (SC):** ____ **Building Department (AY):** ____ **Fire (CB):** ____