



**CITY OF REDMOND**  
Community Development Department

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Redmond, OR 97756

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[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

**REQUEST FOR COMMERCIAL  
TEMPORARY CERTIFICATE OF OCCUPANCY**

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

Dear Owner or Applicant:

Please fill out this form below to request a Temporary Certificate of Occupancy for a Commercial, Industrial or Multi family building.

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.

\_\_\_\_\_

**Business Requesting TCO:** \_\_\_\_\_

Applicant: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Permit#** \_\_\_\_\_

**OFFICE USE ONLY**

**Record#** \_\_\_\_\_

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

**Public Works-Water Dept (RO)** \_\_\_\_\_, **Wastewater (JB/CH)** \_\_\_\_\_, **Engineering (DP/AC)** \_\_\_\_\_,  
**Planning (SC/SW/JH):** \_\_\_\_\_ **Building Department (AY):** \_\_\_\_\_ **Fire (CB):** \_\_\_\_\_