

Temporary Certificates Of Occupancy (TCO)

Minimum Requirements to Obtain a TCO

Minimum requirement to obtain a TCO for a dwelling:

- One completely working bathroom with shower or tub
- Kitchen sink installed and working
- Heating system (both furnace & water heater) installed and working
- Electrical final approved by the Colorado State Electrical Inspector.
- Health department final approved (septic or food license)
- Engineering Department approval (County Road Access Permit, Storm Drainage, Surveyor's Certification or Flood Approval) where applicable
- All life-safety issues completed such as stairs, handrails, guardrails, smoke alarms, carbon monoxide detectors, etc. at building inspector's discretion.
- If in a Wildfire Hazard Area, final approval of defensible space must be obtained.

Minimum requirements to obtain a TCO for a commercial structure:

Requirements differ based on the use of the structure. Call the Building Department at (970) 498-7700 or consult with the inspector conducting your inspections.

Can I obtain a TCO for a tenant finish in a commercial structure?

Yes, as long as the shell building has received final inspection approval. Tenant suites need to be identified by suite number or letter on the shell building.



Community Development Division

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Temporary Certificates of Occupancy (TCO)

- **What are they?**
- **How much do they cost?**

What is a temporary certificate of occupancy?

The building official is authorized to issue a temporary certificate of occupancy (TCO) allowing a residence or commercial structure to be used/occupied before the completion of the entire work covered by the building permit provided the structure can be occupied safely. A full certificate of occupancy (CO) is issued once all required inspection approvals are obtained under a building permit.

How much does a TCO cost?

A TCO is valid for 180 days at a cost of \$600.00. If a full CO is issued within the first 30 days, all but \$40.00 will be refunded. After that, if a full CO is issued within the 180-day period, \$100.00 is refunded for each full month remaining out of the original 180-day validity period.





Temporary Certificates of Occupancy (TCO)

- How do I have a TCO issued?
- Can I have more than one TCO?
- How long does it take to receive a refund?

How do I have a TCO issued?

- First, you must receive minimum required inspection approvals. See the back of this pamphlet.
- Second, visit the Building Department's offices at 200 W. Oak Street, Fort Collins, Colorado, 3rd floor, to pay the \$600 fee and have the certificate issued.
- The certificate will list all inspection items remaining in order to have a full CO issued. All inspection items must be approved within the 180-day validity period of the TCO.

Can I have more than one TCO issued?

You may obtain as many TCOs as you need in order to complete the work required under a permit. Each TCO is valid for 180 days at a cost of \$600.00.

How long does it take to receive a refund of a portion of the TCO fee paid?

One to two weeks from the date the refund is requested.

Temporary Certificates of Occupancy (TCO)

- Why should I care about a TCO?
- What happens if I don't get a TCO or CO?
- Does a TCO extend the validity period of my building permit?



Why should I care about getting a TCO?

Occupying structures without all required inspection approvals may create dangerous situations for tenants, firefighters and surrounding neighbors. There may be no smoke detectors, inadequate ventilation, blocked fire egresses, overloaded electrical circuits, improper installation of gas-fired appliances and woodstoves, shoddy building materials and poor construction.

What happens if I don't get a TCO or CO and occupy the structure anyway?

If residences or commercial structures are occupied without first receiving a TCO or CO, the Building Code provides the Building Official the authority to issue a stop work order and notice to vacate the premises, which are enforceable through the court system. As well, insurance companies may not cover losses if occupancy begins without first obtaining a TCO or CO.

Does a TCO extend the validity period of my building permit?

A TCO supersedes the expiration date of the building permit. For example, if the expiration date of the building permit is September 1, 2011, but a TCO was issued and will expire on November 15, 2011, the later date is the official expiration date.