

TCO Survey

Conducted by Shaunna Mozingo, December 2023

Question: Do you allow TCO's? Do you use a financial tool to incentivize finishing the project? Does anyone have a form they use that they are willing to share?

Responses:

1. No we do not allow for them
2. No, they are too much of a burden to track
3. Yes, we charge \$850 for TCO with the option to receive \$500 back if they get their CO on time. No form really, just a place for customer information.
4. Yes, even though we say we don't allow them. We charge 5% of the building permit fee for a TCO (not the overall fee, just the permit fee). We do not have a form.
5. We do not issue TCOs
6. Yes we allow TCOs, and so far we have no incentive to complete the work. Here is the text from our website:
"3.04.08 TEMPORARY CERTIFICATE OF OCCUPANCY for Residential Dwellings covered by the International Residential Code shall mean a Temporary Certificate of Occupancy that may be issued when, but not limited to, the following components of a project are complete and approved by the Eagle County Building Official. 1. Kitchen operative. 2. One bathroom operative as per the approved plans. 3. All smoke alarms installed and passed final inspection per Eagle County Building Resolution IRC Chapter 3. 4. The following items are complete: a) Address Numbers. b) Handrails at stairways. c) Guards. d) Decks/landings. e) Separation between the garage and house complete, with an approved door per IRC. f) Exterior wall covering and roofing. 5. Heat source for dwelling is operable. 6. Final Electrical, Fire Alarms, Fire Sprinklers, Wildfire final or ECO build final if required, ISDS (Septic) if required, Mechanical and Plumbing approvals. 7. Culvert under the driveway installed per Eagle County specifications (located on the approved drawing). 8. Positive drainage provided away from the structure at all locations. 9. Sufficient roadway access for emergency vehicles shall be provided. The permit and owner/buyer/occupant shall enter a Temporary Certificate of Occupancy agreement wherein the corrections required for a Certificate of Occupancy as stated by the Building Official shall be completed within 30 days from the date the Temporary Certificate of Occupancy is issued. The Temporary Certificate of Occupancy shall be posted in a conspicuous place on the premises until final approval for occupancy is complete. "
7. Our town does not allow them.
8. Yes, no forms needed. We charge for renewal of TCO \$100
9. We do allow them albeit reluctantly. There cannot be any safety issues and Planning, Public Works, Engineering, and Fire all have to approve the TCO.
10. Our town issues TCOs on almost all projects before permanent CO. Then the TCO expires, a fee of \$250/mo is assessed unless there are circumstances that would allow for the code official to extend the time period. Our form is on our web page. (attached to this document)
11. TCOs are allowed. Fees are from \$250 to \$1000 per month, depending on where they are at.

12. We do a 6 month TCO for \$600. It is incentivized such that for every month faster than 6 months that you get your CO, we issue you a refund of \$100.0 We have a handout that we provide and we add a specific TCO inspection. (no handout attached)
13. Yes, TCO are at the discretion of the CBO. Recent example is several projects were in jeopardy of losing funding or not making their deadline. A TCO was negotiated for a work around until final electrical equipment could be installed. Code compliant temporary electrical service was inspected. We have other examples as well. I believe we created a form. Need to research may have just been a letter.
14. We try not to avoid them but do issue TCOs. It is typically a small issue (balance report, landscaping not completed, etc) that needs completed.
15. We do occasionally allow TCOs. We do our best to avoid them as they are difficult to administer. We do not use any financial tools to incentivize project completion.
16. Commercial only, no form
17. Yes we allow TCOs good for 180 days, if all critical health and life safety issues are resolved and all other inspection agencies approve issuing a TCO. We charge a \$600 fee, which is partially refundable for each month prior to the 6-month expiration in which they complete the corrections and obtain a permanent CO. I will see if I can find a form to send you.
18. We never do TCOs but occasionally allow a "clean up permit" to clear up corrections as long as not life or fire safety. We also allow phased finals to get portions of a business open as long as Fire department also agrees. The main reason is if they do not comply with TCO conditions I do not want to be the person who has to show up and tell homeowners of a business they need to close up and move out.
19. We allow what we call a Conditional Certificate of Occupancy with a \$100.00 administrative fee due at time of issuance.
20. Our County has not historically allowed TCOs. Very frustrating when attempting to help folks get into their home when minor items need addressing.
21. commercial permits only. Public improvement bond in place.
22. We do allow them. Attached are (1) our handout on TCOs, and (2) an older version (logo/formatting has updated) of a generic TCO document we fill out and issue to the applicant.

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 Larimer County.
- 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 Building at (970) 498-7660 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.



Larimer County Building Division

200 W. Oak Street, Suite 3100
P.O. Box 1190
Fort Collins, CO 80522
970-498-7700

larimer.org/building

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.



Updated to 2021
I-Codes
01/27/2022



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.



PLANNING DIVISION

P.O. Box 1190
Fort Collins, Colorado 80522-1190
Planning Department (970) 498-7683
Building Department (970) 498-7700
Fax (970) 498-7711

TEMPORARY CERTIFICATE OF OCCUPANCY

Permit # _____

This is to certify that the building or structure located at _____, Colorado has been inspected and temporary occupancy of the same is hereby authorized, conditional upon the following requirements being completed and approved upon final inspection within _____ days from the date of issuance of this certificate by the Building Inspector.

REQUIREMENTS:

- 1.
- 2.
- 3.
- 4.
- 5.

The parties signing this certificate agree to complete all work indicated above under Requirements. If such work is not completed within the time set forth above and approved on final inspection by the Building Division, then unless the time for completion is extended by written order of the Building Division the signers of this certificate agree to immediately vacate the structure and not to occupy the same until all requirements have been complied with.

_____ **Date** _____

Owner or Lessee

_____ **Date** _____

Contractor

_____ **Date** _____

County Building Official



TEMP CERTIFICATE OF OCCUPANCY

(Please print clearly)

Property/Business Owner Information		Applicant/Contractor Information	
Project Address		General Contractor (Company Name)	
Lot	Block	Applicant Name	
Subdivision		Applicant Email	
Property Owner Name		Applicant Phone	
Property Owner Address		Contact person (if different than above)	
City / State / Zip			Cell phone:

Request Information	
Length Of Time Requested : <input type="checkbox"/> 60 DAYS <input type="checkbox"/> 120 DAYS <input type="checkbox"/> 180 DAYS	
Reason For Request: _____ _____	
Outstanding Items Required By: <input type="checkbox"/> Building Inspections <input type="checkbox"/> Public Works <input type="checkbox"/> Planning	
My signature below attests I am responsible for fee due if TCO allowed to expire (request extension in advance)	
Applicant Signature	
Printed Name:	Signature:

Office Use Only

Permit No	Items Incomplete/Outstanding
Date	1) _____
Inspector Approval	2) _____
Building Official Approval	3) _____
	4) _____
	5) _____