

<b>Title:</b> <i>Temporary Certificate of Occupancy</i>	<b>SOP #:</b> <i>C.D. – B.6</i>
<b>Departments/ Divisions</b> <i>Community Development Building Section</i>	<b>Reference:</b> <i>IBC Section 111.3 IRC Section R110.4</i>
<b>Original Date:</b> <i>7/07/2020</i>	<b>Revision Dates:</b>
<b>Review Committee:</b>	<i>Sam Zahorka, Kari Hibbard, Bruce Freckleton, Bret Caulder, Amanda McNutt, Bill Parsons</i>

**Purpose** *To set forth the standard practices and procedures for the handling of a Temporary Certificate of Occupancy (TCO)*

**Scope** To provide guidelines for the internal handling of issuing a Temporary Certificate of Occupancy (TCO)

**Policy** The City of Meridian, AT ITS SOLE DISCRETION, MAY CONSIDER A REQUEST FOR AND ISSUE A Temporary Certificate of Occupancy (TCO). Only projects meeting the following criteria in a clear, unambiguous manner shall be considered for a Temporary Certificate of Occupancy:

- The project does not have any pending compliance or enforcement matters, no outstanding change orders (plan modifications), and no outstanding fees. All agencies with jurisdiction over the improvements have authorized issuance of either a Certificate of Occupancy or a Temporary of Occupancy.
- The building and surrounding property is compliant with ALL life/safety and property protection standards of the City of Meridian including those within the International Building Codes (IBC), International Fire Codes (IFC), City of Meridian Land Use Code, Ada County Highway District (ACHD), and as represented to be in compliance with all applicable Ordinances in the approved plan documents. This requires installation of all drainage infrastructures, completion of fine grading, site stabilization and completion of all-weather surfaces for all entryways and pedestrian ways. All Right-of-Way work must be completed and inspected. This includes all utility improvements, sidewalks, curb and gutter, and asphalt being complete.
- The applicant is prohibited from completing the project by unavoidable circumstances. An example of an acceptable circumstance is when an applicant cannot implement final landscaping due to seasonal conditions.
- The OWNER has completed a Temporary Certificate of Occupancy agreement and request form.
- The OWNER has posted ALL required completion bonds.

A Temporary Certificate of Occupancy shall not be issued for ordinary circumstances or practical complexities associated with construction, such as:

- Delays caused by normal logistics, labor, holidays, financing, legal, permitting, inspections, change order processing by both client, contractor and the City of Meridian, or similar predictable or unpredictable complexity.
- Missed deadlines.
- A client who relies on contractual dates that are not met.
- A Temporary Certification of Occupancy shall not be issued unless all life/Safety and property protection standards of the City of Meridian have been met, including final inspection and approval by Meridian Fire.

Temporary Certificates of Occupancy are only valid for a limited time period, as shall be stated on the Certificate. Temporary Certificate of Occupancy shall not be extended without prior approval from the Building Official. The City of Meridian reserves its right to administer and enforce this policy, to seek remedy through Municipal Court and to prohibit unauthorized use of occupancy of a property or structure to the extent permitted by law.

## **Procedure**

### **Submitting a request for a Temporary Certificate of Occupancy:**

- The OWNER has read, understands, and acknowledges the information in the Temporary Certificate of Occupancy Request packet and a signature has been provided with a date.
- The OWNER has completed the Temporary Certificate of Occupancy Agreement in the TCO Request Packet
- The OWNER has posted all required completion bonds if required by the City of Meridian Land Development or Planning Divisions.

### **Processing:**

1. When a Temporary Certificate of Occupancy is requested, the applicant/owner of the building permit shall contact City of Meridian Development Services. This can be done either via email or in person with the Development Permit Technician or Building Administrative Assistant. The Development Permit Technician or Building Administrative Assistant shall verify the Certificate of Occupancy Policy and Agreement forms are complete and signed.
2. The Development Permit Technician or Building Administrative Assistant shall verify all C of O Inspection Approval sign-offs have been completed in the inspection section of Accela. If any C of O


Inspection Approval sign-offs are not completed, the applicant/owner of the building permit shall contact the division/inspector and request a Temporary Certificate of Occupancy approval. If a Temporary Certificate of Occupancy request has been approved by a division/inspector, special conditions or stipulations of the Certificate of Occupancy shall be listed along with a suggested timeline of completion.

3. The Development Permit Technician or Building Administrative Assistant shall assess a Temporary Certificate of Occupancy fee(s), and invoice the applicant. Once the Temporary Certificate of Occupancy fee(s) is paid by the applicant, a Temporary Certificate of Occupancy shall be printed with all special conditions or stipulations.
4. A completed Temporary Certificate of Occupancy shall be provided to the Building Official for approval and signature after the Development Permit Technician or Building Administrative Assistant has filled in the expiration date, stipulations and/or conditions, surety information and signature of the applicant. A calendar invite will be sent to all divisions/inspectors that have special conditions or stipulations to track in Accela.
5. All City departments, divisions, or inspectors that identified special conditions or stipulations will conduct final inspections prior to issuance of the Final Certificate of Occupancy to determine if their conditions of approval have been met. It is the responsibility of the applicant/owner to request the inspections.

**Timeline:**

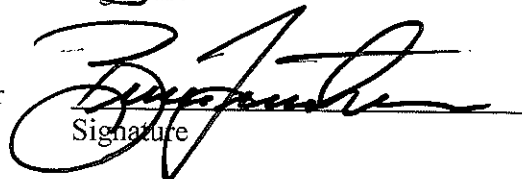
Upon complete submission of a Temporary Certificate of Occupancy request the review may take up to 10 business days.

Certified Building Official

  
Signature

10/26/2020  
Date

Development Services Manager

  
Signature

10.26.2020  
Date