



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203
(214) 948-4480

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) APPLICATION INFORMATION

By signing this document, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, complete plans, and a new checklist will be required for resubmittal for review. This resubmittal will be treated as new application and will be processed in the order of receipt.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

PROJECT ADDRESS _____

1. All Temporary Certificates of Occupancies must be applied for on a provided application and filed in the District Office responsible for the location.
2. The TCO application shall include a requested period in which it will be valid. After the application is reviewed and approved, the District Manager or representative shall set a period during which the TCO is valid
3. A TCO Inspection Request, will be issued to the applicant after a \$500.00 fee has been paid
4. The TCO includes information on requesting inspections. All trades listed on the TCO shall be requested for inspection, and approved in order to issue a valid TCO

NOTE: A TCO will expire. When the TCO expires the holder must obtain a Certificate of Occupancy or cease the use or occupancy

5. TCO extension may be granted for a 30-day period. The applicant or the applicant's agent shall file letterhead or a notarized letter requesting an extension within 30 days prior to the expiration of the TCO. An additional fee of \$250.00 shall be paid for each 30-day extension.
6. A TCO will not be issued if there is an outstanding code compliance, or life safety issue
7. If "Fire Inspections" are a part of the project, the fire inspector will need to approve life safety before a TCO can be issued

ACKNOWLEDGEMENT

I, _____ have read and acknowledged the above information
Please Print

Signature _____ Date: _____ Email _____

Staff cannot accept incomplete or illegible documents

