



CITY OF COTTONWOOD
COMMUNITY DEVELOPMENT - BUILDING DEPARTMENT
111 N. MAIN ST, CITY OF COTTONWOOD 86326
(928) 634-5505 • www.cottonwoodaz.gov

APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Applicant: _____

Owner: _____

Phone: _____

Address: _____

Email: _____

APN: _____

Project Address: _____

Date of Requested Occupancy: _____

Building Permit No: _____

Area(s) Requested for Occupancy: _____

Date of Final Project Completion: _____

Identify Work that is not Complete: _____

Reason for request: _____

1. The City of Cottonwood provides for the issuance of a Temporary Certificate of Occupancy (TCO) to use a portion(s) of a structure before the completion of the entire structure only if the Building Official finds that no substantial hazard will result, and the portion(s) comply with the provisions of the adopted City Codes, Building standards, Laws and Local Ordinances.
2. Before the issuance of a TCO, a processing fee a non-refundable fee of **\$200 (residential) or \$500 (Commercial)** must be paid. A bond shall also be submitted totaling a minimum. Bond funds will be released after final inspection approval upon an active building permit. Refund processing time is approximately two to three weeks.
3. The Building Division may suspend or revoke the TCO if it is determined that the building violates any City of Cottonwood Code or Regulation.
4. A TCO will expire after the date given in the "Valid until" column below. It is the responsibility of the Owner or Contractor to request required inspections for the completion of permitted work. Acceptable final inspections are required by all applicable trades before the issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the TCO, the temporary occupancy bond will be **FORFEITED**.
5. The TCO shall not be valid until acceptable inspections are completed, other required departments' approvals are given, applicable fees are paid, Certificate is signed by the Building Official or an authorized representative and the Certificate has been posted in the occupied area.

AS OWNER/CONTRACTOR, I FULLY UNDERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH TCO APPROVAL. I ALSO ACKNOWLEDGE THE RECEIPT OF THE TEMPORARY CERTIFICATE OF OCCUPANCY TERMS AND CONDITIONS.

Print Name: _____

Title: _____

Signature: _____ (Contractor / Owner) Date: _____

DEPARTMENT CLEARANCE – OFFICE USE ONLY

▪ Planning Dept () ▪ Fire Dept () ▪ Public Works Dept () ▪ Environmental Health Dept () ▪ Other: _____

Amount Paid: \$ _____ Receipt No: _____ Bond Amount: \$ _____ Processed By: _____

Approved By: _____ Date: _____ Valid until: _____

Approved Final Inspect date: _____ Bond Released by: _____ Date: _____