



Temporary Certificate of Occupancy Application
 Development Services | Permitting & Inspections
 433 Hay Street Fayetteville, NC 28301
 Phone (910) 433-1707 Fax (910) 433-1588

<https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections>

Please fill out this application completely. Incomplete applications will not be processed.

UPON APPROVAL, EACH APPROVAL IS VALID FOR 60 DAYS. Additional time requires a new application and fees paid.

1. Project Address

Street Address:
City/State/Zip Code:
PIN/REID number:
Project Name:
Zoning:

2. Contractor Information:

Company Name:		Telephone #:	
Address:		E-mail:	
City/State/Zip:			
NC State License Number:	Classification:	Limitation:	
Company Affiliation: <input type="checkbox"/> Owner – Name:		<input type="checkbox"/> Employee – Name:	

3. Owner Information:

Name:		
Mailing Address:		
City:	State:	Zip:
Email Address:		Phone #:
<input type="checkbox"/> Property Owner	<input type="checkbox"/> Owner's Designee	<input type="checkbox"/> Other

4. Requirements: A separate life-safety plan must be submitted with this application. This plan will include paths of egress, approved sprinkler plans (if applicable), barriers from construction areas, location of elevators, sidewalks, and accessible routes. No life safety issues can be present. The City of Fayetteville reserves the right to revoke status for any reason.

5. Indemnification: To the extent permitted by law, the undersigned agrees to indemnify and hold harmless the City of Fayetteville and its elected officials, employees, agents, successors, and assigns, from any and all liability and claims for any injury or damage caused by any act, omission, or negligence of the undersigned, its agents, servants, employees, contractors, licensees, or invitees. Indemnification of the City by the undersigned does not constitute a waiver of the City's governmental immunity in any respects under North Carolina law.

SIGNATURE: _____

Printed Name: _____ Date: _____

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Temporary Certificate of Occupancy:

A Temporary Certificate of Occupancy (TCO) permits the owner/operator to have full or partial use of the building without the building final being approved. The maximum time frame for a Temporary CO is 60 days, during which, all minor code violations must be corrected and the final inspections called in and approved. All respective review disciplines including building, plumbing, mechanical, electrical and fire must either be signed off or agree to a temporary CO. **There can be no life-safety issues including overhead work.**

Important Notes:

1. The permanent address must be posted on the building in accordance with the North Carolina Building Code, Section 501.2 at time of the TCO.
2. Construction materials and debris must be removed from all areas in which a TCO is being requested. Areas not part of the TCO must be separated by either a construction barrier or construction railing as defined by the building code.
3. For fixtures or electrical equipment to be placed within a building, the electrical must be signed off or agree to a TCO.
4. The contractor must have approved sprinkler plans on site. The inspector will perform a visual inspection of all sprinkler heads to assure that the heads are unobstructed. Buildings required to have sprinkler protection must have the entire building protected before any portions would be allowed a TCO.
5. Handrails/ Guardrails must be installed on steps/stairways, handicapped ramps and landings.
6. All rated assemblies shall be completed and structure protected before any level is to be occupied in a building.
7. If a fire alarm system is installed, a visual inspection and letter certifying that the system is in working order must be presented to both the Building Code Official and the Fire Code Official.
8. All Life safety systems must be installed and tested prior to the TCO inspection and before the first occupancy of a multiple occupant building.
9. At least one elevator indicated in the scope of work is to be installed and operational with NC Department of Labor approval
10. Sidewalks leading to occupied areas must be completed in addition to all parts of the means of egress serving that occupied space.
11. Any additional requirements as specified by a Code Enforcement Official to ensure the proper safety of life (Example: Shell buildings, Special Occupancies) must be complete.

"At the conclusion of all work done under a permit, the appropriate inspector shall make a final inspection, and if he finds that the completed work complies with all applicable State and local laws and with the terms of the permit, they shall issue a certificate of compliance. No new building or part thereof may be occupied, and no addition or enlargement of an existing building may be occupied, and no existing building that has been altered or moved may be occupied, until the inspection department has issued a certificate of compliance. A temporary certificate of compliance may be issued permitting occupancy for a stated period of specified portions of the building that the inspector finds may safely be occupied prior to final completion of the entire building. Violation of this section shall constitute a Class 1 misdemeanor." North Carolina General Statute §160D-1116



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Process:

A separate Temporary Certificate of Occupancy application must be created on the City of Fayetteville's E-Development portal. If this application is uploaded into the construction project, it will be rejected. Once the request permit for Temporary Certificate of Occupancy is created, the applicant will have to request inspections. If the inspections pass, the City of Fayetteville will issue a temporary certificate of occupancy. Permit and authorization is valid for 60 days, if more time is needed then use the post approval upload on your Temporary Certificate of Occupancy application to upload a new permit application.