



## Temporary Certificate of Occupancy Application

City of Battle Ground  
 Community Development  
 109 SW 1<sup>st</sup> Street, Suite 127  
 Battle Ground, WA 98604  
 Phone: (360) 342-5046 | Fax: (360) 342-5049

DEPARTMENT USE ONLY	
Date Received:	Permit#
Fee:	Receipt #
Extension Request Date:	
Fee:	Receipt#

**\*Written approval from the Building Official is required prior to applying for Temporary Certificate of Occupancy\***

Prior to any TCO inspection or acceptance of any TCO application, final inspections shall be completed for all applicable permits to include:

- Fire Alarm
- Fire Sprinkler
- Building Plumbing
- Building Mechanical

In addition:

- All ADA elements shall be complete in building and on site (Signage, striping, ramps, door hardware, bathrooms, parking, etc.).
- All fire lane access and signage shall be complete.
- All fire hydrants shall be flow tested.
- Addressing shall be in place and meet BGMC 12.112.080.
- Construct sidewalks on site and in the right-of-way to provide access.
- Connected to sewer and water system.

For written approval, e-mail Chris Drone at [chris.drone@cityofbg.org](mailto:chris.drone@cityofbg.org). Submit a copy of his approval with this application.

### PROPERTY INFORMATION

Project name:

Project address:

Building Permit:

Last Inspection completed:

### APPLICANT INFORMATION

Applicant Name:

Address:

City:

State:

Zip:

Phone:

Cell:

Email:

### OWNER INFORMATION

Owner Name:

Address:

City:

State:

Zip:

Phone:

Cell:

Email:

### TEMPORARY CERTIFICATE of OCCUPANCY

Temporary occupancy shall expire 30 calendar days from the date of issuance. Prior to the expiration date, the applicant shall request a re-inspection for occupancy from all applicable City departments and outside agencies. If all outstanding items have not been completed at the time of re-inspection, the temporary occupancy shall be revoked, or the applicant may request a one-time 30 calendar day extension, subject to additional fees. The extension may be granted at the discretion of the Building Official, and only after the information and fees have been provided and paid.

Any person who violates or fails to comply with these requirements may be charged with criminal or civil offenses and could be subject to fines up to one thousand dollars (\$1,000.00) in accordance with BGMC Title 20. Each day such violation shall be permitted to exist shall be guilty of a separate violation and shall be fined as herein provided.

### REQUIRED SIGNATURES

*I certify, under penalty or perjury, under the laws of the State of Washington, that the foregoing is true and correct. (RCW 9A.72.085).*

Owner's Signature:

Date:

Applicant's Signature:

Date: