



# TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

Permits & Inspections Department  
100 N. King St., Hendersonville, NC 28792  
Phone: (828) 697-4830 Email: hcpermitcenter@hendersoncountync.gov

Application must be typed or printed legibly in ink. Complete all relevant fields.

Temporary CO Application Fee: \$75.00

TCO Renewal Fee: \$75.00

All fees are subject to a 2.75% convenience fee when paying by credit or debit card.

Original Application

1<sup>st</sup> Renewal

2<sup>nd</sup> Renewal

**\*\*Please allow 5 business days to process your request\*\***

**\*\*Henderson County issues TCO for maximum of 30 Days which could be extended up to 60 days\*\***

PERMIT #:		REQUESTED DATE OF INSPECTION:		EXPECTED COMPLETION DATE:	
NAME OF PROJECT:			SITE ADDRESS :		
CONTRACTOR NAME:				LICENSE #:	
ADDRESS:		CITY:		STATE:	ZIP:
PHONE #:		E-MAIL:			
PROPERTY OWNER NAME:					
<b>Reason for Temporary Certificate of Occupancy</b>					
<input type="checkbox"/> FOR STOCKING OR TRAINING EMPLOYEES			<input type="checkbox"/> FOR PUBLIC OCCUPANCY		
<b>ACKNOWLEDGEMENT:</b>					
<ol style="list-style-type: none"> <li>1. I accept full responsibility in controlling the use and occupancy of the building until all conditions and inspection requirements are completed and a full <i>Certificate of Occupancy</i> (CO) has been issued.</li> <li>2. I shall remain responsible for site safety at all times the project is under the TCO status. I will advise those persons, or any other occupants that their continued occupancy and/or use is subject to compliance with the terms of such temporary certificate of compliance.</li> <li>3. I understand that by failure to comply with the conditions of the TCO or by failure to renew the TCO, the authorization for use and occupancy shall be immediately revoked. Permits &amp; Inspections staff will begin the processes necessary to remove all utilities and/or forfeiture of the associated bond.</li> <li>4. If Permit expires, the TCO will automatically be revoked and the space must be vacated.</li> <li>5. The TCO certificate must be posted in a clear visible location and shall NOT be removed until the CO is issued.</li> <li>6. I acknowledge that violation of the TCO is a Class 1 misdemeanor per G.S. 160D-1116.</li> </ol>					
<b>AFFIDAVIT</b>					
I hereby certify that I have the authority to make the foregoing application and to the best of my knowledge, it is complete. The Permitted construction will conform to the regulations in the North Carolina Building Code, the provisions of this application, and the conditions of the issued TCO. I have read and understand the requirements of this application. Under penalties of perjury, I declare that I have read this document, including attachments, and that the facts stated in it are true.					
_____		_____		_____	
Printed Name of Contractor		Signature of Contractor		Date	