



## REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Complete this form online and email to:

[COTDSDPermits@tucsonaz.gov](mailto:COTDSDPermits@tucsonaz.gov)

OR

Fax To: 520-791-4475

**Mail To: Attn:Building Official**  
 City of Tucson  
 Development Services  
 P.O. Box 27210  
 Tucson, AZ 85726-7210

**Date:** \_\_\_\_\_

**Activity #:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**I am requesting a Temporary Certificate of Occupancy for the following reasons:**

Use the box below to explain your reasons for the request, scope of work to be completed and date of completion.

I understand a separate Cash or Performance Bond must be posted (equal to 1% the project valuation or \$1000. min \$10,000 max) and all Final inspections performed within 24 hours of this request.

I further understand that I will be re-assessed inspection fees for each of the remaining Final and C of O inspections at the time this Temp C of O is issued. I further understand I will be charged a non-refundable \$500.00 for the Temporary Certificate of Occupancy and an additional \$500.00 for each additional extension requested and granted. If my obligations are not met by the expiration date, this Temp C of O may not be extended without the written consent of the Building Official and further inspection fees may apply. This Temp C of O is not a guarantee of a Final C of O. I also understand that if the Temp C of O expires without the issuance of a Final C of O, the property may not be occupied or used for its intended purpose.

**Applicant Name** \_\_\_\_\_

**Applicant Company Name** \_\_\_\_\_

**Phone/Fax # or email address** \_\_\_\_\_  
 (preferred contact source)

FOR OFFICE USE ONLY				
		\$82.50 ea	Re-Inspections	
Issued:			Building Final	
			Electric Final	
Expiration:			Plumbing Final	
			Mechanical Final	
Ext Approved:			Engineering	
			Fire	
Ext Denied:				
		√	\$500.Non Refundable fee	
Bond Amount:				

**City of Tucson Development Services Department**  
**201 N. STONE AVENUE – TUCSON, AZ 85726-7210**  
**(520) 791-5550 \* FAX (520) 791-4475**  
[www.ci.tucson.az.us/dsd](http://www.ci.tucson.az.us/dsd)