



**Village of Port Chester**  
**Building Department**  
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## **TEMPORARY CERTIFICATE OF OCCUPANCY**

### **Application Packet**

**TEMPORARY CERTIFICATE OF OCCUPANCY** - The Building Inspector shall be permitted to issue a Temporary Certificate of Occupancy allowing the temporary occupancy of a building or structure, or a portion thereof, prior to completion of the work which is the subject of a Building Permit.

**REQUIRED DOCUMENTATION** - Applications for a Temporary Certificate of Occupancy shall be made in writing on a form provided by the Building Inspector. The application shall include;

1. Temporary Certificate of Occupancy Fee;
2. A list of items or features not completed for the Final Inspection;
3. A statement of when each items or features will be completed.

**CONDITIONS OF ISSUANCE** - A Temporary Certificate of Occupancy shall not be issued unless the Building Inspector determines;

1. All required inspections have been performed;
2. All sub permits have been issued a Certificate of Compliance;
3. That the building or structure, or the portion thereof covered by the Temporary Certificate of Occupancy, may be occupied safely;
4. That any fire protection equipment and system are operational;
5. That all required means of egress from the building or structure have been provided;
6. Any required Fire Safety Inspection has been performed.

The Building Inspector may include in a Temporary Certificate of Occupancy such terms and conditions deemed necessary or appropriate to ensure safety or to further the purposes and intent of the Uniform Code.

A Temporary Certificate of Occupancy shall be effective for up to a period of time, not to exceed [6] six months, which shall be determined by the Building Inspector and specified in the Temporary Certificate of Occupancy.

During the specified period of effectiveness of the Temporary Certificate of Occupancy, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Village Code, Uniform Code and the Energy Code.

