



## Certificate Request

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

Permit number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Please check appropriate box:**

- Certificate of Completion**
- Certificate of Occupancy**
- Temporary Certificate of Completion (TCC) or Extension of TCC (Complete below)**
- Temporary Certificate of Occupancy (TCO) or Extension of TCC (Complete below)**

Reason or hardship causing the request of a Temporary Certificate and preventing the issuance of a Final Certificate:

\_\_\_\_\_

\_\_\_\_\_

Length of time needed for the Temporary Certificate to correct deficiencies and obtain a Final Certificate:

\_\_\_\_\_

\_\_\_\_\_ Owner/Tenant acknowledgement

\_\_\_\_\_ Signature and title of person authorized to request

Temporary Certificate

\_\_\_\_\_ Print Name of person authorized

**\*\*\*REQUESTS WILL BE PROCESSED WITHIN 24 HOURS\*\*\***