

## **City of Stonecrest**

### **Building & Permitting Department**

#### *Proposed (optional) Temporary Certificate of Occupancy process.*

- Customer will complete TCO application through CitizenServe Portal describing the limited occupancy request.
- Staff will process application at route to Building Official and Zoning/Planning for review.
- A 2-day review process proposed to expedite these requests.
- Once the application is approved a site inspection will be scheduled to verify all life safety items are complete and proposed occupancy can be achieved in code-compliant manner.
- Once the Building Inspector has approved the TCO request and we have received approval from the Dekalb County Fire Marshall, staff will issue a Certificate of Occupancy for a thirty-day period that stipulates the restrictions for the limited occupancy.

- This Temporary C of O expires at the end of the thirty-day period denoted on the Temporary Certificate. Should the customer not be able to complete all Final Inspections within the time allotted, they would have the option to apply for an extension. The extension application would require an explanation why full completion has not been achieved and would be reviewed by the Building Official for determination if it is appropriate to extend the limited occupancy or not.
- Once all Final approvals have been obtained the Full Certificate of Occupancy will be issued and any Temp CO would become null & void.