



CITY COUNCIL AGENDA ITEM

SUBJECT: Temporary Certificate of Occupancy Process

AGENDA SECTION: *(check all that apply)*

☒ **PRESENTATION** ☐ **PUBLIC HEARING** ☐ **CONSENT AGENDA** ☐ **OLD BUSINESS**
☐ **NEW BUSINESS** ☐ **OTHER, PLEASE STATE:** Click or tap here to enter text.

CATEGORY: *(check all that apply)*

☐ **ORDINANCE** ☐ **RESOLUTION** ☐ **CONTRACT** ☐ **POLICY** ☐ **STATUS REPORT**
☒ **OTHER, PLEASE STATE:** Fee schedule addition

ACTION REQUESTED: ☐ **DECISION** ☒ **DISCUSSION**, ☐ **REVIEW**, or ☐ **UPDATE ONLY**

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Monday, November 13, 2023

Current Council Meeting: Click or tap to enter a date.

SUBMITTED BY: Patrick Moran, Chief Building Official

PRESENTER: Patrick Moran, Chief Building Official

PURPOSE: TCO process

FACTS: The request is to add a fee for the Temporary Certificate Process to the approved Schedule of Fees and institute a formalized process to offer this service to our customers.

OPTIONS: Approve, Deny, Defer Click or tap here to enter text.

RECOMMENDED ACTION: Approve Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - TCO Overview
- (2) Attachment 2 - TCO Process Outline
- (3) Attachment 3 -
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.