



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Temporary Certificate of Occupancy Process**

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**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.](#)

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**CATEGORY:** *(check all that apply)*

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

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

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**Previously Heard Date(s):** N/A & [Click or tap to enter a date.](#)

**Current Work Session:** Monday, November 13, 2023

**Current Council Meeting:** Monday, November 27, 2023

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**SUBMITTED BY:** Patrick Moran, Chief Building Official

**PRESENTER:** Patrick Moran, Chief Building Official

**PURPOSE:** TCO process

**FACTS:** The request is to add a fee of \$270 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 - Notification of TCO Process Fee
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)