



Building Safety, Codes Enforcement, & Community Development Divisions
1 Riverfront Plaza, Suite 110 Lawrence, KS 66044 | www.lawrenceks.org
Office (785) 832-7700 | Fax (785) 832-3110

Temporary Certificate of Occupancy Application

Date: Building Permit #:

Contractor Name:

Property Owner (or Project Owner/Tenant) Name:

Project Name (If Applicable):

Project Address:

Date of Requested Temporary Occupancy: Estimated Date of Final Project Completion:

Area(s) Requested for Occupancy:

Reason for Request:

Identify Work That Is Not Complete:

- 1. City of Lawrence Code 5-1.203 provides for issuance of Temporary Certificate of Occupancy (TCO) to use a structure or a portion or portions of a structure prior to the completion of the entire structure...
2. The Building Safety Department may suspend or revoke the TCO if it is determined that the building is in violation of any condition or requirement of the TCO...
3. Prior to the expiration of the TCO, it is the responsibility of the Owner (or Project Owner) or Contractor to request required inspections...
4. The TCO shall not be valid until acceptable inspections have been completed, applicable fees have been paid, Certificate has been signed by the Building Official, and the Certificate has been posted in the area to be occupied.-

AS CONTRACTOR, I FULLY UNDERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH TCO APPROVAL.

Print Name:

Phone #:

Email:

Contractor Signature:

ACKNOWLEDGEMENT (Check One): OWNER PROJECT OWNER OR TENANT

Print Name:

Signature: