

Adopted March 3, 2008

**Issuance of Temporary Certificates of Occupancy
Deposit to Insure Completion of Improvements**

State Building Code authorizes the Owatonna Building Inspection Department to issue certificates of occupancy as a certification that construction of a building has been completed in compliance with the Minnesota State Building Code and other codes as applicable. However, instances do arise when the Building Department may elect to issue a temporary certificate of occupancy (TCO) when the city's Building Official deems that individual circumstances justify the issuance of the TCO. However, in no instance shall a TCO be issued if code compliance with life and safety related items has not been achieved.

To insure that unfinished items listed in the TCO are completed in the stated time period the city will require that persons requesting a TCO remit to the city a cash deposit in an amount determined by the Building Official (not to exceed \$5,000) to be held as a guarantee that those items will be completed and the certificate of occupancy is issued. Such funds will be held by the city until completion of those listed items. Upon completion the deposit will be returned to the applicant. If applicant fails to complete the items in the stated period of time the city shall use those funds to offset costs incurred in pursuing the completion of those items. The city shall document those charges and withdraw funds from the deposit bi-weekly until such funds are expended or compliance is achieved. The applicant shall be notified of any such withdrawals. The applicant may request an extension of the completion date from the Building Official if weather related or personal circumstances justify it. The applicant may appeal the Building Official's decision for extension to the Community Development Director, City Administrator, or City Council.

Applicant's Name _____

Address of Property _____

Building Permit # _____

Improvements to be completed; see attached TCO

Date by which improvements to be completed; see attached TCO

Amount of Deposit _____ Receipt # _____

Acknowledgement and Acceptance of Terms as Provided Above

Applicant's Name

Date

Completion of items and issuance of Certificate of Occupancy _____
Date

Amount of Deposit Retained for Enforcement Procedures _____

Amount of Deposit Returned _____

Deposit Returned _____
Date