

**TEMPORARY CERTIFICATE OF OCCUPANCY  
APPLICATION  
CITY OF MT. WASHINGTON BUILDING DEPARTMENT  
311 SNAPP STREET MT. WASHINGTON, KY 40047  
PHONE (502) 538-0515 FAX (502) 538-4064**

PERMIT#: \_\_\_\_\_ ENCROACHMENT PERMIT# \_\_\_\_\_

COMMERCIAL/BUILDING NAME: \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTENDED USE (CHECK ONE)  
RESIDENTIAL SINGLE FAMILY \_\_\_\_\_ RESIDENTIAL MULTI-FAMILY \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

CITY BUSINESS LICENSE# \_\_\_\_\_

WAS THERE A DEMOLITION?: YES \_\_\_ NO \_\_\_ IF YES, DEMOLITION PERMIT # \_\_\_\_\_

BUILDING OWNER: \_\_\_\_\_ PHONE# \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

BUILDING USE: \_\_\_\_\_ OCCUPANT LOAD: \_\_\_\_\_

TOTAL SQUARE FEET: \_\_\_\_\_ NUMBER OF FLOORS: \_\_\_\_\_

FLOORS TO BE OCCUPIED: \_\_\_\_\_ TOTAL STORIES: \_\_\_\_\_

BUILDING SPRINKLED: YES \_\_\_ NO \_\_\_ IF YES IS IT FULL OR PARTIAL: FULL \_\_\_\_\_ PARTIAL \_\_\_\_\_

FIRE ALARM SYSTEM: YES \_\_\_ NO \_\_\_ IF YES, HAS IT BEEN CERTIFIED? NO \_\_\_\_\_ PARTIAL \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I have the authority to make the foregoing application and to the best of my knowledge, it is complete. The permitted construction will conform to the regulations in the Kentucky Building Code, the Kentucky Residential Code, and all applicable ordinances. I have read and understand the requirements of this application.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/ HOMEOWNER

\_\_\_\_\_  
DATE

**BUILDING DEPARTMENT USE ONLY**

DATE RECEIVED: \_\_\_\_\_

DATE TCO APPROVED \_\_\_\_\_

**APPROVAL BY DEPARTMENTS:**

ENCROACHMENT NO \_\_\_ YES \_\_\_  
BUILDING: NO \_\_\_ YES \_\_\_

FEES PAID  
NO \_\_\_ YES \_\_\_

ELECTRICAL: NO \_\_\_ YES \_\_\_  
HVAC: NO \_\_\_ YES \_\_\_

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CITY OF MT.WASHINGTON BUILDING DEPARTMENT  
311 SNAPP STREET PHONE (502) 538-0515 FAX (502) 538-4064  
REQUIREMENTS FOR TEMPORARY CERTIFICATE OF  
OCCUPANCY GUIDELINES**

1. The TCO process is not a walk through process. The minimum time is three days from the date of the request if all inspections are done. The request may be made by dropping the application off at the above address, or faxing the request to the above fax number.
2. TCO'S are issued based on approval of all departments and agencies that are involved in the approval process.
3. It is the responsibility of the contractor to arrange the inspections that are required prior to this request such as Encroachment, Electrical, Building, and HVAC, etc.
4. TCO's will only be issued when the structure is deemed to be safe to occupy prior to the issuance of a Certificate of Occupancy or Certificate of Completion. All required final inspections of structural, electrical, gas, plumbing, mechanical and fire systems must be approved and in compliance with technical codes that were in effect at the time of permit issuance. All life safety issues must be completed and inspected before a release of a TCO by the Building Official.
5. Phased projects require each phase meet all of the standards listed, and the Building Official must approve the phased concept in advance. If proposing a phased TCO, the contractor should meet with the Building Official at least 90 days in advance of the request to verify how the phasing will be completed.
6. A letter must be attached to the request, outlining the reason for the request and time frame for completion of all outstanding items.
7. Commercial projects maybe required to submit a letter signed and sealed by the Engineer of record indicating the reason for the request and time frame for completion of all outstanding items. He must certify that the site is safe and ready for occupancy.
8. Where applicable, a receipt of a letter of acceptance on work done in the State Right-Of-Way is required.
9. All paving, grading, drainage, and sidewalks must be complete.
10. TCO's are issued for ninety-day periods, and must be renewed by the applicant at least 3 days prior to their expiration, and pay all fees due. Renewal requests must be in letter form and contain the outstanding items and time frames for completion. Failure to do so will result in a Code Compliance order that can include daily running fines.
11. All fees in conjunction with the permit must be paid, prior to the release of the Temporary Certificate of Occupancy.
12. The contractor must submit a check with the application payable to the City of Mt. Washington.
13. The following is the fee structure: First 90 days - \$120.00