

## Temporary Certificate of Occupancy

Project Name: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ TCoO Expiration Date: \_\_\_\_\_

Location: \_\_\_\_\_ BP# \_\_\_\_\_ Project#: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Project Representative: \_\_\_\_\_

Reason for need of a TCoO:

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- An approved TCoO will automatically expire 45 days from the date of issuance.
  - It is the permit holder's responsibility to not allow a TCoO to expire by either requesting an inspection for the completion of permitted work by IPR and OREM *or* by renewal of this TCoO prior to the expiration date noted above.
  - It is a code violation to occupy a building or structure without a CoO or a TCoO.
  - A TCoO may be suspended or revoked if code or safety issues are discovered.
  - Issuance of a TCoO does not constitute completion of a construction project. It is the permit holder's responsibility to control the use and occupancy of a building or structure until such time that all required inspections have been scheduled and received and a full CoO has been issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Director of Inspections and Plan Review*  
[ipr@utsa.edu](mailto:ipr@utsa.edu)

Notes:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Fire Marshal*  
[Fire@utsa.edu](mailto:Fire@utsa.edu)

Notes:

Inspections and Plan Review

[ipr@utsa.edu](mailto:ipr@utsa.edu)