

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Permit #: \_\_\_\_\_



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**CITY OF PARKVILLE  
COMMUNITY DEVELOPMENT DEPARTMENT  
TEMPORARY CERTIFICATE OF OCCUPANCY  
APPLICATION**

**Contact Information**

***Applicant:***

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***Owner:***

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BUILDING PERMIT NO:** \_\_\_\_\_

**DATE OF REQUESTED OCCUPANCY:** \_\_\_\_\_

**DATE OF PROJECT COMPLETION:** \_\_\_\_\_

**AREA(S) REQUESTED FOR OCCUPANCY:**

\_\_\_\_\_

**REASON FOR REQUEST:**

\_\_\_\_\_

**IDENTIFY WORK THAT IS NOT COMPLETE:**

\_\_\_\_\_

1. The City of Parkville, Missouri Municipal Code, Section 500.050 provides for issuance of a Temporary Certificate of Occupancy (TCO) to use a portion(s) of a structure prior to completion of the entire structure, if the Building Official finds no substantial hazard will result and the portion(s) comply with the provisions of the technical code and other applicable standards. Prior to the issuance of a TCO, a nonrefundable fee of \$50.00 must be paid along with any other applicable fees associated with determining building compliance for temporary occupancy.
2. A TCO is valid for 30 days, unless approved for a 30-day extension. Except for seasonal work, no TCO shall be extended for more than a total of 90 days. For seasonal work a TCO may be allowed for 180 days. Prior to issuance of any extension of said TCO, a nonrefundable \$25.00 issuance fee must be paid for each extension.
3. The Department of Community Development may suspend or revoke the TCO, if it is determined that the building or structure is in violation of any codes or noncompliance with the TCO provisions agreed upon stated herein. In addition, should work be incomplete at the end of 90 days maximum or in violation(s) of any code, a citation may be issued subject to the provisions and penalties as set forth in the City of Parkville Municipal Code, Section 500.100 and Section 500.110.

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- 4. Prior to the expiration of the TCO, it is the responsibility of the Owner or Contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the TCO, reapplication for an extension is required. The TCO shall not be valid until expectable inspections are completed and applicable fees are paid. Signed certificate will be posted in the occupied area.

**APPROVAL OF THIS TCO APPLICATION SHOULD NOT BE CONSTRUED AS AUTHORIZATION/APPROVAL OF A BUSINESS LICENSE. THIS CERTIFICATE DOES NOT CONSTITUTE USE OF THE STRUCTURE INVOLVED FOR BUSINESS LICENSE PURPOSE. A SEPARATE OCCUPATIONAL LICENSE FROM CITY HALL IS REQUIRED TO OPERATE A BUSINESS.**

**AS OWNER/CONTRACTOR, I FULLY UNDERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH THE TEMPORARY CERTIFICATE OF OCCUPATION APPROVAL**

(PRINT) NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_

\_\_\_\_\_ 30 Day \_\_\_\_\_ 60 Day \_\_\_\_\_ 90 day \_\_\_\_\_ Renewal

**For City Use Only**

Action Taken:  Approved  Approved with Conditions  Denied

Date of Action: \_\_\_\_\_ Name / Title: \_\_\_\_\_

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

Special conditions if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permit Fee: \_\_\_\_\_

Payment:  Check # \_\_\_\_\_  M.O. \_\_\_\_\_  Cash Amt. \_\_\_\_\_