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Director

Temporary Certificate of Occupancy Procedure

The City of Columbus Unified Development Ordinance (UDO) section 10.8.2 allows for the issuance of a temporary certificate of occupancy. In addition, section 8.9.4 of the UDO allows the Director of Inspection and Code to establish rules and regulations for the issuance of Temporary Certificates of Occupancy.

If a Temporary Certificate of Occupancy may be necessary, it is highly recommended that applicants coordinate with the Inspections and Code Department as early in a project as possible.

To receive a temporary certificate of occupancy, an applicant must complete the following steps:

- Submit a complete life safety plan for the proposed area of occupancy. The plan shall include all required information including but not limited to travel distances, emergency lighting, and details on how the occupied area will be separated from the rest of the building. The plan must be approved by the Director or Assistant Director of Inspections and Code.
- Complete all required inspections including all trade inspections on the area to be occupied.
- Receive approval from additional authorities, if applicable, including but not limited to local or state Fire Marshal and Health Department.

- Satisfy requirements of the City Arborist through either completing plantings or submitting an affidavit acceptable to the Arborist.
- Any additional requirements deemed necessary by the Director.

Following approval of all items listed, the permit holder shall issue a request to the Director for a Temporary Certificate of Occupancy. There shall be a \$60.00 fee for the issuance of a Temporary Certificate of Occupancy. A written response shall be provided to the applicant within 2 business days of a written request for a Temporary Certificate Occupancy.

To track inspections and areas authorized for occupancy, the permit holder shall always maintain a full-size set of the approved phasing plan on site. Failure to maintain this drawing set may result in failing inspections.