



TEMPORARY CERTIFICATE OF OCCUPANCY ACKNOWLEDGEMENT FORM

****NOTICE TO ALL APPLICANTS****

All Temporary Certificate of Occupancy (TCO) requests must include this completed form, signed and dated by the property owner(s), and must be accompanied by the TCO Flowchart and the Application submitted via OpenGov. Signatures confirm understanding and acknowledgment of all TCO requirements.

- The current North Carolina Building Code provides guidelines for TCO issuance. A TCO may allow use of a portion or portions of a building or structure, provided that such portion or portions are occupied safely. Prior to the issuance of a TCO, the TCO application must be completed through the Town's OpenGov portal and all applicable fees must be paid.
- The TCO may be issued when all necessary permits have been obtained, pending final inspections, and all life safety issues are resolved and approved.
- Applying for a TCO does not mean you have authorization to use or occupy the building. Occupancy is authorized upon receipt, by the contractor, of a signed TCO permit issued by the Town.
- Issuance of a TCO does not constitute completion of a construction project. It is the contractor's responsibility to control the use and occupancy of a building until all inspection requirements are completed and a full Certificate of Occupancy is received.
- All construction work must be completed and all required inspection approvals obtained prior to expiration of the TCO. It is the contractor's responsibility to request all necessary inspections and approvals. If the project is not completed, it is the contractor's responsibility to contact and coordinate with Community Development, which may include applying for another TCO or cessation of occupancy.
- Community Development may suspend or revoke the TCO if it is determined that the structure is in violation of any Town of Kernersville adopted code or ordinance, or the NC Building Code(s).
- Prior to the expiration of the TCO, it is the responsibility of the contractor to request inspections. Please request inspections at least 3 days prior to expiration.
- If uncompleted work cannot be finished within the duration of the TCO, the Town must be notified at least 10 business days prior to the expiration of the TCO.
- All certification letters from engineers and special inspection reports must be submitted and approved prior to TCO expiration.
- **DO NOT OCCUPY A BUILDING OR PORTION THEREOF WITHOUT A TCO.**
- **DO NOT ALLOW A TCO TO EXPIRE. Occupancy of a building without a TCO is a code violation and will immediately result in enforcement by this department, which may include the disconnection of utilities, fines, and without timely resolution, legal enforcement.**

Property Owner Signature

Date

Are you Eligible for a TCO?

Developers, Contractors, Business Owners can utilize this flow chart to self-determine if they are ready to receive a Temporary Certificate of Occupancy from the Town of Kernersville.

NCGS 160D-403(g): A local government may, upon completion of work or activity undertaken pursuant to a development approval, make final inspections and issue a certificate of compliance or occupancy if staff finds that the completed work complies with all applicable State and local laws and with the terms of the approval.

NC160D-1116: A permit holder may request and be issued a temporary certificate of occupancy if the conditions and requirements of the North Carolina State Building Code are met.

