

# Temporary Occupancy Application



**City of Wilsonville  
Building Division**  
29799 Town Center Loop E  
Wilsonville, OR 97070  
503.682.4960  
[www.ci.wilsonville.or.us/Building](http://www.ci.wilsonville.or.us/Building)

The Oregon Structural Specialty Code Section 111 allows the Building Official to issue a permit for temporary occupancy. Such permits are limited to 60 days in length. Temporary occupancy extensions may be granted for demonstrated cause. The issuance of a temporary occupancy is a discretionary act of the Building Official. There is no implied guarantee of an extension. Any impacts to adjacent neighbors or to the public that result from issuance of the temporary permit (ex: traffic or noise) must be satisfactorily addressed by the applicant. Failure to satisfactorily address issues that arise, may lead to termination of the temporary occupancy permit.

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

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

If part of a construction project, please indicate the Permit Number: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

This Temporary Permit is intended to cover the following spaces:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the reason for the Temporary Permit:

\_\_\_\_\_  
\_\_\_\_\_

Building Official Conditions:

\_\_\_\_\_  
\_\_\_\_\_

**GENERAL CONDITIONS – Temporary Occupancy Permits are issued in accordance with Wilsonville Building Policy & Procedure BPP 101**

- 1. Temporary Occupancy Permit Approval** - In order to receive a Temporary Occupancy Permit the applicant must first receive a building safety inspection and approval from all inspection disciplines to include Building, Plumbing, Mechanical, Fire, Planning, Engineering, and Fire (TVFR) involved in the project. All inspection disciplines must signify approval by signing an approval tracking card, known as a “blue card.” These disciplines may include Planning, Engineering, Natural Resources, Transit, and Building. The permit applicant can obtain a blue card by contacting a Building Division at [permits@ci.wilsonville.or.us](mailto:permits@ci.wilsonville.or.us) or (503) 682-4960.
- 2. Validity** - Each Temporary Certificate of Occupancy is valid for 60 Days. Extensions may be granted for a period not to exceed 60 days each. Each application for an extension must be accompanied by a written summary of the progress made to date and the reason why additional time is necessary. The Building Division does not imply or guarantee that a TCO extension will be granted or approved. The applicant shall proceed in good faith and assumes all risk with temporary occupancy.
- 3. Fees** – The fee for each TCO is listed in the adopted Building Permit Fee Schedule and is due at the time of TCO application. Each extension is assessed a separate TCO fee.
- 4. TCO Inspection Time Line** - Final TCO inspection requests must be received 48 hours in advance. It is the applicant’s responsibility to make final inspection requests from the various regulatory entities as needed.
- 5. TCO Approval** - TCO applications will only be approved by the Building Official upon completion of a blue card, and upon affirmative recommendation from the lead building inspector.
- 6. Illegal Occupancy** - Any occupancy of a building, structure, or portion thereof without a valid Certificate of Occupancy or Temporary Certificate of Occupancy shall be illegal. The processing of occupancy violations will be conducted in accordance with the penalty and compliance provisions of Wilsonville Code Chapter 9.

**ACKNOWLEDGMENTS:**

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
General Contractor Name (Printed)

\_\_\_\_\_  
General Contractor Signature

\_\_\_\_\_  
Design Professional in Responsible Charge (Printed)

\_\_\_\_\_  
Design Professional Signature

\_\_\_\_\_  
Building Official Name (Printed)

\_\_\_\_\_  
Building Official Signature