



Certificate of Occupancy Application Partial (PCO) or Temporary (TCO) Only

Planning and Development Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

This form is **ONLY** used to request a Partial Certificate of Occupancy (PCO) or Temporary Certificate of Occupancy (TCO). **All final inspections must be scheduled before submitting this application and indicate that you are requesting a PCO/TCO.** Applications will not be processed if final inspections are not scheduled. Submit applications by email to field.services@raleighnc.gov.

| CHECK ALL THAT APPLY | |
|---|---|
| <input type="checkbox"/> Non-Residential (Commercial) | <input type="checkbox"/> Residential (One- and Two-Family Dwelling) |
| <input type="checkbox"/> Partial Certificate of Occupancy | <input type="checkbox"/> Temporary Certificate of Occupancy (30 Days) |
| APPLICATION INFORMATION | |
| Date: | Permit Number: |
| Job Address: | Unit/Suite: |
| Parcel Number: | Occupancy Classification: |
| Provide a detailed description of your request (clearly define Partial or Temporary area of request): | |
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| ACKNOWLEDGEMENT | |
| I have received approval to apply for a PCO/TCO from the applicable field inspectors for all permits that have not had a final inspection as indicated below. | |
| <input type="checkbox"/> Building | |
| <input type="checkbox"/> Electrical | |
| <input type="checkbox"/> Mechanical | |
| <input type="checkbox"/> Plumbing | |
| <input type="checkbox"/> Fire Protection | |
| <input type="checkbox"/> Zoning | |
| <input type="checkbox"/> Right-of-Way | |
| <input type="checkbox"/> Stormwater | |
| <input type="checkbox"/> Other: | |
| GENERAL INFORMATION | |
| Total Square Footage for this PCO/TCO Request: | |
| Number of Units for this PCO/TCO Request: | |
| Applicant/Contractor Name: | |
| Email: | Phone: |
| Address: | |
| Owner/Business Name: | |
| Email: | Phone: |
| Address: | |