



# 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 TCO/PCO inspections should be scheduled via the trade inspector for Building, Electrical, Mechanical, Plumbing and Fire.** Submit applications by email to [field.services@raleighnc.gov](mailto: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):	
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:	