



## **Request for Temporary Certificate of Occupancy**

**Chapter 14, Article III of the Code of Ordinances of the City of Brentwood:**

**Subsection 14-73. Temporary Certificate of Occupancy Fee**

***A \$2,000.00 fee shall be required for the issuance of a temporary certificate of occupancy for residential and commercial construction. Upon re-inspection, a sum of \$1,750.00 will be refunded to the person or entity that originally paid the fee, if all outstanding items are resolved within 60 days of issuance of the temporary certificate of occupancy and a full certificate of occupancy is subsequently issued as a result of such re-inspection.***

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

◆ **Residential: General Information**

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

◆ **Commercial: General Information**

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

Property Street Address: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Building Name: \_\_\_\_\_

◆ **Payer Information:**

Payer Name (Company and/or Individual): \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Payer Phone No.: (\_\_\_\_) \_\_\_\_\_ Payer Email: \_\_\_\_\_

\_\_\_\_\_  
Payer Signature

\_\_\_\_\_  
Print Name Clearly

**After a Full Certificate of Occupancy is issued, the Payer shall submit a Request for Refund to Brentwood Planning & Codes to receive the \$1,750.00 refund. A check will be mailed to the Company or Individual who paid the fee.**

*Office Use Only*

\_\_\_\_\_  
Codes Official Signature APPROVAL

\_\_\_\_\_  
Codes Official Signature DENIED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reason for Denial - Attach an additional sheet, if necessary)