

County of Greenville Policy Statement

Building Codes Department

Temporary Certificate of Occupancy

The Building Codes Department does not issue any **Temporary Certificates of Occupancy** (TCOs). Any allowance for stocking, employee training, or partial use of a structure is at the discretion of the Inspector of Record, the Deputy Building Official, Building Official, or the Director of the Building Standards Department. All requests also require approval from the Fire Marshal for the area.

All inquiries for use prior to the issuance of the Certificate of Occupancy must be directed to the Inspector of Record.

The request must be submitted in writing and include the following:

- The reason for the partial use
- What portion of the structure is being requested.
- The safeguards in place to separate the in-use area from the under-construction area.
- The amount of time the tenant or owner is requesting to use before the Certificate of Occupancy is issued.

We will not consider **Residential, Institutional, Educational or Assembly Occupancies** for partial use.

A **Certificate of Occupancy** will be issued upon the completion of the structure that is permitted.

Tony Longino, CBO

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