



## **Town of Fort Mill Policies and Procedures (Building Inspection Division)**

**Effective Date: Jan. 1, 2020**

### **Temporary Certificate of Occupancy Policy (TCO)**

**Commercial Projects: (To include all R occupancies except R3 - 1 & 2 Family Dwellings)**

A Commercial Project will be eligible for a Temporary Certificate of Occupancy only when in our opinion, the project is 90% complete and ready for occupancy. In the event a project is given approval to receive a TCO all the following items must be satisfied.

- 1) All Departments (Building, Fire, Stormwater Utilities and Zoning must agree that the project is eligible and approved to receive a TCO.
- 2) Bonds will be required to be provided for the engineered value of the project plus 25%. This estimated value will be for all work associated with this project that is not complete (Paving, landscaping, sidewalk etc...).
- 3) All Building life safety items (sprinkler systems, suppression systems, exits, etc...) must be complete and operational before a TCO can be given.
- 4) A realistic date must be established and agreed upon by both parties for the Final CO.
- 5) If the Final CO is not obtained or an extension is given, the TCO may be revoked and the building vacated until the project is completed by the original contractor or the Bonds cashed out and the project is completed by the TOFM.
- 6) All TCO's must be printed and signed just like a CO. Any/All Reinspection fees must be paid prior to issuance of any type of CO.

**Residential Projects: (R3 - 1 & 2 Family Dwellings)**

Temporary Certificate of Occupancy will not be given for R3 - 1 & 2 Family Dwellings. See Commercial Projects for all other R-Type occupancies.

*Submittal Requirements: Temporary Certificate of Occupancy Policy (Formatted July 1, 2020)*

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