



Building Division
410 East 5th Street
Loveland, Colorado
970.962.2523

Temporary Certificate of Occupancy Request Non-Residential Permits only

For projects that are unable to obtain a full Certificate of Occupancy due to certain life-safety items not being fully approved at the time of inspections, the City of Loveland's Building Division offers a Temporary Certificate of Occupancy to allow the business to occupy and open temporarily for 30 days with the option to renew.

To receive a TCO, all permit inspections must be scheduled and resulted with a form of approval/approved with exception. The only inspection result allowing for a TCO is an "Approved with Exception." Although this is not a full approval by a reviewing department, it does allow for a TCO with the exception that any outstanding items are addressed prior to issuance of a full Certificate of Occupancy.

No TCO will be issued if there are any outstanding life safety issues at final inspections.

Once all inspections have been completed with appropriate results, the contractor is required request a TCO by emailing Theresa Campbell, Chief Building Official; Theresa.Campbell@cityofloveland.org; and Steve Hefling, Plans Examiner; Steve.Hefling@cityofloveland.org

Should a request be accepted, our team will send notice by email when payment is due. All TCOs will be valid for 30 days and be charged \$1,000 per TCO. The requester will be responsible for tracking the expiration date and emailing Theresa and Steve the week of the expiry to request an extension to keep the TCO active. Each extension will be charged \$1,000.

All TCOs will be tracked internally. Any TCOs that have expired with no request to extend are subject to be red-tagged with a stop work order authorized by the Chief Building Official.

Please note that all fees are subject to change