



Town of Atherton
Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560

Request for Temporary Certificate of Occupancy (TCO)

Attn: Building Official

Date: _____

Re: Address: _____

Building Permit No. _____

We request that a TCO be granted at the above noted address until _____, 20_____

The reason(s) we need a TCO is/are: _____

We acknowledge the following:

- A. TCO does not grant an extension of any permits on the site beyond the Construction Time Limits in the Atherton Municipal Code 15.40.180.
- B. On Site developments with multiple permits all related permits for pools, pool houses, grading, gates etc. must be finalized at the same time or prior to the main home. Related permit numbers are: _____
- C. Prior to a building inspection for approval of the TCO, approval must be obtained from Menlo Park Fire, Public Works, landscape screening, water and sewer for new connections, final structural observation and special inspection letters and the Planning Department final approval as needed unless otherwise approved.
- D. If a TCO is granted, a deposit or cash bond of \$ 5000 shall be posted per Section 15.04.040 of Atherton Municipal Code. The deposit or cash bond shall be returned after a satisfactory final inspection is made. Costs associated with compliance of the TCO may be deducted from the deposit.

Prior to the expiration of the TCO, we will schedule inspections to insure that all issues in the above list are resolved to the satisfaction of both the Building Department and Menlo Park Fire District. However, if we fail to comply by the expiration date, we will cease all occupancy and vacate the premises until the building is brought under full compliance.

 Signature of owner

 Signature of contractor

Print Name: _____

Print Name: _____

Phone No: _____

Phone No: _____

For Office Use Only

The TCO has been granted from: _____ to: _____(mid-night)

Signature: _____

Date: _____