



TOWN OF BLUFFTON
BUILDING PERMIT APPLICATION
Temporary Certificate of Occupancy

Growth Management Customer Service Center
 20 Bridge Street
 Bluffton, SC 29910
 (843) 706-4522
 www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Temporary Certificate of Occupancy Application

Permit Number:	_____ 1 st Temporary CO	_____ Renewal of Temporary CO
Contractor Name:	Owner Name:	
Address:	Address:	
Phone:	Phone:	
Email:	Email:	

Location of Work: _____

Policy for Temporary Certificate of Occupancy

Temporary Certificate of Occupancy (TCO) may be issued for a building which may safely be occupied prior to final completion of the building. A Temporary Certificate of Occupancy (TCO) may be issued for 90 days and allowed one renewal by the Building Official. Justification for the request must be approved and the building deemed safe for occupancy prior to issuance of a TCO. The Building Official or designated representative shall have the discretion to issue a TCO based upon circumstances of hardship. (Hardship – shall be defined for the purposes of this Policy to mean: circumstances beyond the permit holders’ control, and/or not a result of said persons action or inaction.)

Application Information

1. Complete the Temporary Certificate of Occupancy (TCO) application including the notarized signatures of the qualifying agent and property owner.
2. Provide the building permit number on the application, so that all paperwork and mechanical certificates can be verified before a TCO can be given.
3. The completed original TCO application must be submitted to the Customer Service Center before the final building inspection is requested.
4. The TCO application is only valid for 90 days from the date of the building final partial approval.
5. A TCO may be revoked if any action by the contractor, owner or tenant creates any code violation affecting the proper occupancy.
6. Any TCO that expires without renewal has been revoked and can result in a notice of violation, civil violation and/or disconnection of utility services.

Reason for Temporary CO and/or Renewal

Projected Completion Date of Work: _____ **Today’s Date** ____/____/_____



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Certification

CONTRACTOR'S AFFIDAVIT: This is to certify that I am aware of my responsibility to obtain all Final Inspections and to obtain the required permanent CO or an extension of the Temporary CO as described in the attached. Sanctions against my license may be imposed for failure to obtain all necessary finals and the Permanent Certificate of Occupancy.

COMPANY NAME: _____

QUALIFIER: _____
 (Print Name)

X _____
 (Qualifier's Signature)

CONTRACTOR LICENSE # _____

TELEPHONE () _____ - _____

STATE OF _____

Sworn to and subscribed before me this _____ Day of _____, 20_____

(SEAL) _____
 Personally known _____ or produced identification _____

Type of identification _____

X _____
 (Notary Signature)

OWNER'S AFFIDAVIT: I understand that my execution of this application and agreement includes authorization for the Town of Bluffton Building Department to order, without notice to me, SCE&G or Palmetto Electrical to disconnect electrical power to the property upon failure to obtain all final inspections and a permanent CO. I further understand that failure to obtain final inspections and a permanent CO will result in a violation ticket being issued and removal from the property.

 (Signature of Owner) **STATE OF** _____

Print Name: _____ Sworn to and subscribed before me this _____

Address: _____ Day of _____, 20_____

 (SEAL) _____
 Personally known _____ or produced identification _____

Phone () _____ - _____
 Type of identification _____

X _____