

MEMORANDUM

Date: December 8, 2020
To: Development and Building Community
From: Sam Zahorka, Building Official
Re: Temporary Certificate of Occupancies

The adopted Building Code requires a Certificate of Occupancy be issued before a building is used or occupied. The code also allows, in **very limited circumstances**, a Temporary Certificate of Occupancy to be issued when a portion of the building or property is safe to occupy but before all the work covered by the permit is complete.

A Temporary Certificate of Occupancy shall not be issued for ordinary circumstances or practical complexities associated with construction, such as:

- Delays caused by normal logistics, labor, holidays, financing, legal, permitting, inspections, change order processing by both client, contractor and the City of Meridian, or similar predictable or unpredictable complexity.
- Missed deadlines.
- A client who relies on contractual dates that are not met.
- A Temporary Certificate of Occupancy shall not be issued unless all life/safety and property protection standards of the City have been met.

The City of Meridian Building Official, at his sole discretion, may consider a request for and issue a Temporary Certificate of Occupancy.

Only projects meeting the following criteria in a clear, unambiguous manner shall be considered for a Temporary Certificate of Occupancy.

- The project does not have any pending compliance or enforcement matters, no outstanding change orders, and no outstanding fees. All agencies with jurisdiction over the improvements have authorized issuance of either a Certificate of Occupancy or a Temporary Certificate of Occupancy.
- The building and surrounding property is compliant with all life/safety and property protection standards of the City including those within the International Building Codes, International Fire Codes, the City of Meridian Land Use Code, and as represented to be in compliance with all applicable Ordinances in the approved plan documents. This requires installation of all drainage infrastructure, completion of fine grading, site stabilization and completion of all-weather surfaces for all entryways and pedestrian ways. This includes all utility improvements, sidewalks, curb and gutter, and asphalt being complete.
- The OWNER has completed a Temporary Certificate of Occupancy agreement.
- The OWNER has posted all required performance sureties.

Temporary Certificates of Occupancy are only valid for a limited period of time, and shall be stated on the Certificate. Per the City of Meridian adopted fee schedule, a Temporary Certificate of Occupancy (TCO) Fee of \$114.75 will be charged for this request. TCOs shall not be extended, unless approved by the Building Official. The City of Meridian reserves its right to administer and enforce this policy, to seek remedy through the Ada County Municipal Court and to prohibit unauthorized use or occupancy of a property or structure to the extent permitted by law.



Building Services
Meridian City Hall, Suite 202
33 E. Broadway Avenue
Meridian, Idaho 83642

***Please contact the Development Services permit counter at 208-887-2211 or by email at buildingservices@meridiacity.org to discuss if your project qualifies for a Temporary Certificate of Occupancy. ***

Sincerely,

Sam Zahorka

**Sam Zahorka, CBO
Building Official
City of Meridian | Community Development Dept.**