

DIVISION OF PLANNING AND PERMITTING  
Department of Permits and Inspections  
30 North Market Street  
Frederick, MD 21701

**OFFICE USE ONLY**

Date Request Received:  
Date Processed:  
Date Temp COO Issued:  
Expiration Date:

## REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

**We have gone paperless!! This application should be submitted electronically via the citizen portal at  
<https://planningandpermitting.frederickcountymd.gov/>**

A Temporary Certificate of Occupancy can be issued for thirty (30) days upon request. A Temporary Certificate of Occupancy request can be made only against Non-Residential Permits.

In order to submit an application for a Temporary Certificate of Occupancy, all final inspections must have been attempted for all permits associated to the non-residential structure. This includes building, plumbing, electric and fire.

Once all final inspections have been attempted, the request for temporary occupancy can be submitted, all permits that have a failed final inspection will be subject to a Temporary Certificate of Occupancy inspection. The inspectors may, or may not, have to visit the site again depending on what the final inspections have failed for. In order for the inspectors to grant approval for temporary occupancy the minimum code requirements for building, life safety, electrical, plumbing and site compliance must be met.

The Temporary Certificate of Occupancy application submission will need to include a copy of the floor plans identifying those areas for which use is being requested. This includes a plan highlighting or a listing of room numbers as indicated on the approved plan. If the Temporary Certificate of Occupancy is intended to be used in a manner that is partial to the permitted and full use and occupancy, please provide a description of use for the space (i.e., stocking, training, interviews, storage, orientation, sales, etc.). Once the Temporary Certificate of Occupancy application is accepted there is a fee which will need to be paid prior to inspector assignment. Please allow one week for processing.

**Until such time that a Temporary Certificate of Occupancy has been issued, the use of the structure is NOT permitted.**

Please complete this request form, via your portal account or email your request to [Permits@frederickcountymd.gov](mailto:Permits@frederickcountymd.gov)  
The fee for a Temporary Certificate of Occupancy is \$134.00 (non-refundable).

The Temporary Certificate of Occupancy must be posted on the jobsite in a conspicuous place.

**Please print**

### Contact Information for this request:

Your Name	Company Name
Fax #	Phone#
Email Address	

Street Address	City	State	Zip
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### Permit Information for this request:

A/P Building Permit #	A/P Name on Building Permit	
Jobsite Address		
Street Address	Unit/Space Number or Letter	Town

Specify below the area(s) that this request is for. Attach a copy of floor plan with areas highlighted, or list room numbers as they are identified on the approved construction plans. Also, specify what each area will be used for during the temporary occupancy (i.e., stocking, training, interviews, storage, orientation, sales, etc.) Attach separate sheet if necessary.

Area (building, unit, floors)	Use (room use)

***Please Print***

**Permit Information for this request:**