

PLANNING & INSPECTIONS DEPARTMENT  
Michael D. Rettie, Chief Building Official

Building Inspections  
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131 W. Margaret Lane  
Suite 101  
P. O. Box 8181  
Hillsborough, NC 27278

**Request for Temporary Certificate of Compliance/Occupancy Affidavit**

I \_\_\_\_\_, do hereby request Orange County Inspections Division to issue a Temporary Certificate of Compliance / Occupancy (pursuant to §160D-1116) for the property located at: \_\_\_\_\_

\_\_\_\_\_, PIN number: \_\_\_\_\_

For Permit: # \_\_\_\_\_ Held By: \_\_\_\_\_ License number: \_\_\_\_\_

Address: \_\_\_\_\_

Company/entity: \_\_\_\_\_

This Certificate is requested for (number of days): \_\_\_\_\_ [expiration date will be listed on certificate]

*Note: A one-time extension may be requested [in writing, stating reason necessitating extension] for a specified number of days.*

I affirm that all the "life safety" features and systems of the building are complete and the following areas/portion of this building may/will safely be used and occupied prior to completion (*areas not approved will be safely isolated from occupied area and unauthorized access*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Within this period the following unfinished building/site elements, components, systems, equipment, appliance installation, etc. will be completed and inspected to the satisfaction of the building permit requirements. It is the responsibility of the Applicant to ensure all necessary work is properly completed and verified prior to expiration. *These incomplete conditions will be listed on the temporary certificate.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that this Temporary Certificate of Compliance shall expire at the end of the specified time frame and that the building will no longer be legally used or occupied prior to the satisfaction of the complete building permit requirements and final certificate of compliance issuance per §160D-1116. Furthermore, I understand any person who owns, leases, or controls a building and occupies or allows the occupancy of the building or a part of the building before a certificate of compliance or temporary certificate of compliance/occupancy has been issued is guilty of a Class 1 misdemeanor.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Date)