

## **BUILDING DIVISION – POLICIES AND PROCEDURES**

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**DATE: 9/29/2022**

### **CERTIFICATES OF OCCUPANCY AND TEMPORARY CERTIFICATES OF OCCUPANCY**

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**CHIEF BUILDING OFFICIAL**

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**ISSUE:** When and under what circumstances will a Temporary Certificate of Occupancy be issued or will a Certificate of Occupancy be required.

**ANALYSIS:** It is the policy of the Building Division that Temporary Certificates of Occupancy are not to be issued unless there are extreme circumstances that either are beyond the control of the permit holder or are deemed necessary because of those extraordinary situations. (Section 111.3)

It is the policy therefore of the Building Division that Certificates of Occupancy are required prior to any occupancy of any building that requires a certificate to be issued. It is also understood, that under certain circumstances, work required by the permit cannot be completed, such as landscaping requirements as established by the Planning and Development Department, public improvement requirements as established by the Public Works Department or other situations related to the permit that due to weather conditions or coordination with other public agencies cannot accommodate the completion of permit holder obligations.

When these conditions are present, it will be the obligation of the permit holder to furnish to the Building Division or other City agency, an estimate from a reputable, registered contractor in the City of Golden for that specific area of work not completed. It shall be the responsibility of the permit holder to submit an acceptable Surety (Letter of Credit, Cash or certified funds) to the City of Golden in an amount equal to 125% (one hundred twenty-five) of that required estimate, at which time a Certificate of Occupancy will be issued. This is only assuming that all life-safety requirements have been completed and a final inspection performed and approved by Building Division staff.

These funds will be executed by City staff and will be used only in the case of these outstanding obligations not being completed by the permit holder. Once these conditions have been completed and accepted by the respective City agency, the funds collected will be returned to the permit holder using established City policy regarding refunding of moneys paid.