



102 Town Hall Drive | Leland, North Carolina 28451
Phone (910) 371-3754 | Fax (910) 371-1073

Certificate of Occupancy Request

This Form shall be read and completed in its entirety, or it will not be processed. After completing, upload this form to your Building Permit for processing. A TCO will not be granted without this form being completed and all applicable inspections approving a TCO.

Permit Number: _____

Address: _____

Reason for Temp CO Request and area of building: _____

Requested Temporary Certificate:

Stocking CO

This does not include nor allow occupancy. Stocking COs are solely for stocking furniture or merchandise on shelves. This does not allow for employee training or other occupancy. Any questions regarding this shall be posed to Town of Leland Chief Building Official prior to proceeding

Temporary Certificate of Occupancy- Expiration date defaults to 30 days, unless inspector notes less time is allowable.

This allows for temporary occupancy of a building or structure. Specific areas of use or other conditions will be listed on the issued Certificate. Any questions regarding this shall be posed to Town of Leland Chief Building Official prior to proceeding

Check each box to verify you agree to abide by all statements:

- All life safety shall be completed and approved by Town of Leland and shall be operational; to include means of egress system, fire alarm, fire sprinkler systems in their entirety
- Mechanical, Electrical, and Plumbing systems shall be safely terminated and any portions that may be covered shall be inspected and approved by the Town of Leland Inspector. No overhead work or other unsafe conditions may be present
- Accessible parking, accessible route, and an accessible restroom shall all be in place and approved by Planning and Building Inspections
- Code compliant address shall be posted, and all streets permanently labeled
- All debris shall be removed, and safe conditions shall be present for occupants

Must fully read and provide all applicable signature on Page 2, or document will be rejected

Brenda Bozeman
Mayor

Bob Campbell
Councilmember

Pat Batleman
Mayor Pro-Tem

Bob Corrison
Councilmember

Veronica Carter
Councilmember

David A. Hollis
Town Manager



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By completing this form and uploading it, you agree that any fees charged in accordance with the Town of Leland Permitting and Inspections Fee Schedule, will be paid. You also agree to abide by NC Administrative Code, NC General Statutes, and NC Building Code requirements. Additionally, you agree to abide by all listed Conditions posted on your Certificate. Failure to comply may result in immediate revocation. Any issued Temporary Certificates of Occupancy shall be clearly posted and visible for all occupants and inspectors, until the permanent Certificate of Occupancy has been granted. All requests are to be made when the applicant is at an acceptable phase of construction to be granted the requested Certificate. Requirements include:

Owners Signature: _____

Occupants Signature: _____

Only required if occupant is not the owner of the building

General Contractors Signature: _____

By signing above, all parties agree to all terms above and requirements of 204.8 NC Administrative Code and NCGS 160D-1116. Failure to comply may result in the TCO being revoked. This section must be signed digitally or by hand, by the person below. A typed name is not allowable. By signing this, you agree to abide by all required conditions of the Certificate and inspection reports. You agree not to occupy or use any areas that have not been specifically inspected and approved.

Approvals or denials will be sent through a review letter, via the permit the Temp CO is requested. Any questions, comments, or appeals shall be directed to:

Daniel Knoch
Chief Building Official
Town of Leland
DKnoch@Townofleland.com
Office: 910-444-1533

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