



BRADLEY COUNTY, TN
BUILDING INSPECTIONS DEPARTMENT
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CERTIFICATE OF OCCUPANCY GUIDELINES

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the adopted code or any other state law or local requirements. *(Referenced in the 2006 I-Codes adopted by Resolution by the Bradley County Commission, effective October 1, 2010.)*

“The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.”

A Certificate of Occupancy (CO) is granted once ALL conditions of the building permit have been satisfied. This includes, but is not limited to, finalization of all permits and inspections (Fire, Site, Civil, Building, Electrical, Mechanical, Plumbing). A Temporary Certificate of Occupancy (TCO) will be considered on a case by case basis and the time period noted on the TCO. TCO's are typically granted only for projects where the building owner desires to occupy a portion or portions of a building, structure or project in phases or for uses such as storage (stocking) or installation of non-construction related material such as furniture or fixtures. Requests for a TCO will not be entertained until all vertical load carrying and lateral resisting structural systems have been constructed, inspected and approved.

The following is a list of minimum requirements that must be met before consideration is given for a Temporary Certificate of Occupancy:

- A written request from the owner or owner's agent for the Temporary Certificate of Occupancy indicating the reason for the request and the portion or portions of the structure to be occupied
- Building address plainly legible and visible from the street or road fronting the property
- Code required fire and life safety systems, i.e., sprinklers, extinguishers or extinguishing systems, standpipes, fire alarms, smoke detectors, fire rated assemblies, ducts, shafts, penetrations, elevators, exit illuminations, exits and exit stairways, are in place, tested, inspected and functional
- Temporary safety measures such as barricades and occupancy separation walls shall be provided onsite to ensure occupants can safely ingress to and egress from the TCO area without going through other portions of the building which are still under construction
- Fire Department clearance
- Accessibility requirements must be in complete compliance to, throughout, and from the area(s) under consideration
- Associated Site and Civil requirements are met, i.e., water service, fire hydrants, electricity, site access, site stabilization
- No overhead lifting above floor(s) of occupancy
- Parking, including accessible spaces, must be available for the occupancy of the area under consideration
- Other issues pursuant to field conditions

Please note that the Building Official may suspend or revoke a TCO or completion issued whenever it is issued in error, or on the basis of incorrect information provided, or when it is determined that the building or portion thereof is in violation of any codes, regulations, and/or the terms and conditions of approval.

If your construction requires inspection by the State Fire Marshal's Office (SFMO) a Certificate of Occupancy from the SFMO is required prior to issuance of a Certificate of Occupancy from this office.