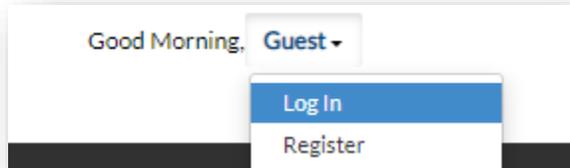


CofO, TCO and LofC

Definitions and request process



1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register or Log In**, using your email address.

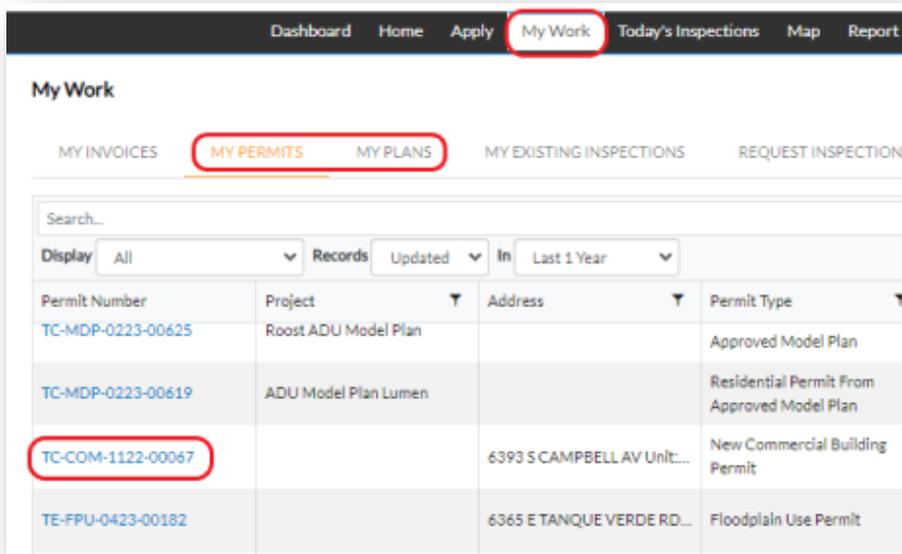


Finding the Right Application

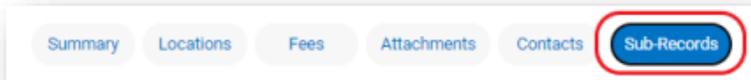
A Certificate of Occupancy (CofO) is issued to the property based on the use and does not belong to the tenant. A CofO is issued to the first tenant into a new space, when there is a change of use (ie the size of the space is modified, or a previous arrangement has been made with the building official). If none of the above conditions apply, a Letter of Completion (LofC) will be issued instead. A Temporary Certificate of Occupancy (TCO) is issued for a period of 30 days and requires a description to indicate the level of occupancy you are requesting and what items are preventing you from obtaining a full CofO.

Locate an Existing Application

1. Click the “My Work” tab or use the search bar to locate the permit.
2. Use the “Status” filter if needed.
3. Click the **blue permit number hyperlink** to go to the details screen.



4. Click the **“Sub-Records”** tab.



5. Select the appropriate sub-record and click **“Apply”**.

6. In the **“Description”** state which closeout document you are requesting. If you are requesting a TCO indicate the level of occupancy and what items are preventing you from obtaining a full CofO.

7. DO NOT attach any documents to the Attachments Page.

Signature

8. Read the statement on the signature page.

9. Type your full legal name in the consent field.

10. Draw your signature or toggle the **“Enable Type Signature”** button and type your name into the field.

A screenshot of a signature page. At the top, it says '* Please type your name as consent to electronically sign this application.' Below this is a text input field labeled 'Type Name Here'. Below that is a toggle switch labeled 'Enable Type Signature' which is turned on, followed by another 'Type Name Here' input field. At the bottom is a signature area with a date 'June, 02 2023' and a large 'X' watermark.

Final Review

11. Verify the information is correct and edit if needed.

12. Click the **“Submit”** button to submit your application.

Next Steps

13. You will receive a permit or plan number.

14. You can view your application and updates in real time.

A screenshot of a success message. It starts with a green checkmark icon and the text 'Your application was successfully submitted!'. Below this is a paragraph of text: 'Your request has been submitted. It will be reviewed by staff for completeness and you will be notified by email if your application has been accepted as complete. You can check the progress of your application at any time using your personal Dashboard (see tab above)'. At the bottom is a blue button labeled 'Continue to plan'.

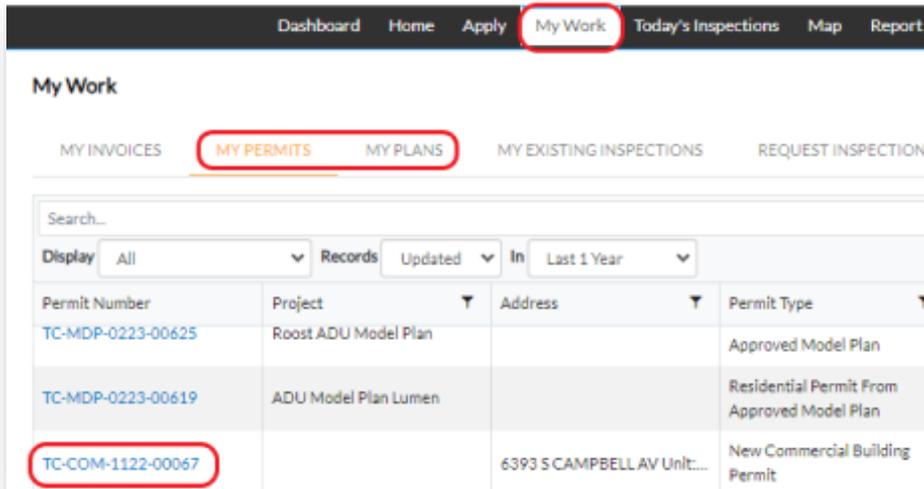
Staff will then review your request and if all prerequisites have been met, they will issue the appropriate closeout documentation.

Extend Existing Temporary CofO

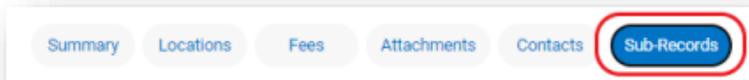
A Temporary Certificate of Occupancy is good for 30 days from the date of issuance. TCO's can be extended for an additional 30 days with approval from the building official, fees apply.

Locate an Existing Application

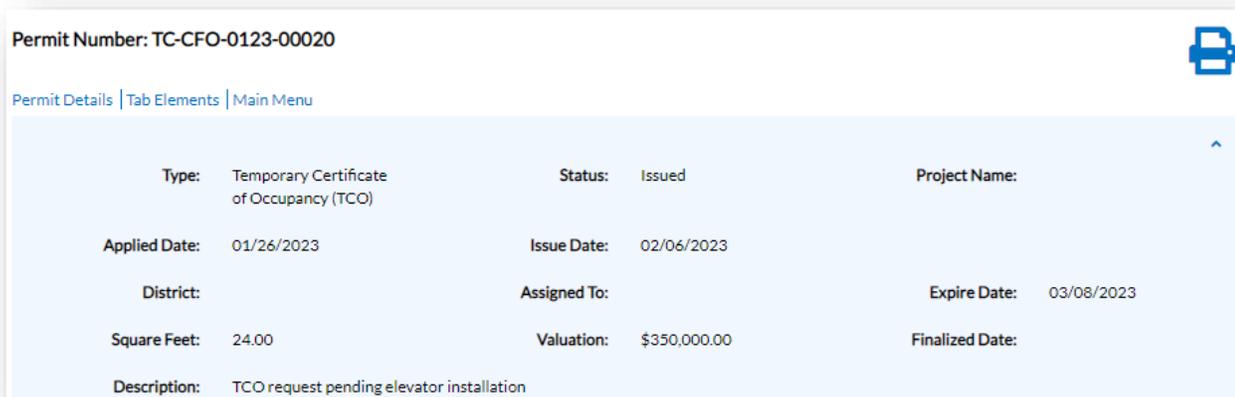
1. Click the “My Work” tab or use the search bar to locate the permit.
2. Use the “Status” filter if needed.
3. Click the **blue permit number hyperlink** to go to the details screen.



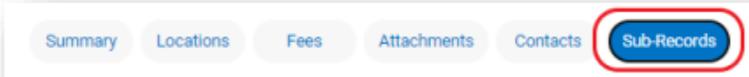
4. Click the “Sub-Records” tab.



5. Locate the existing sub-record for the TCO and its blue hyperlink. (starts with: TC-CFO-)
6. Click the blue hyperlink.



7. Click the “Sub-Records” tab of the TCO.



8. Locate the “Request Renewal/Extension of Existing Plan or Permit”

9. Click the blue “Apply” button.

Remaining Sub-Records	
Type	Action
Request Address Change for Existing Permit/Plan	Apply
Request Renewal/Extension of Existing Plan or Permit	Apply

10. In the description include your request and what is still outstanding.

Apply for Plan - Request Renewal/Extension of Existing Plan or Permit *REQUIRED

1 — Type 2 — Contacts 3 — More Info 4 — Attachments 5 — Signature 6 — Review and Submit

PLAN DETAILS

Please state the reason for your request to extend your application or renew your issued permit in the description box below. Please also include the length of time being requested for Right of Way permits.

* Plan Type

* Description

Signature

11. Read the statement on the signature page.

12. Type your full legal name in the consent field.

13. Draw your signature or toggle the “Enable Type Signature” button and type your name into the field.

Final Review

14. Verify the information is correct and edit if needed.

15. Click the “Submit” button to submit your application.