

# TEMPORARY CERTIFICATE OF OCCUPANCY

<b>1. CERTIFICATE NUMBER</b>  T -                      -
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<b>2. PROPERTY NAME</b>		<b>3. PROPERTY ADDRESS</b>		<b>4. CITY, STATE, ZIP CODE</b>	
<b>5. GSA PROJECT MANAGER</b>			<b>6. SPECIFIC AREA OF BUILDING FOR THIS CERTIFICATE</b>		
<b>7. APPROVED USES</b>			<b>8. PREVIOUS USES</b>		
<b>9. APPROVED OCCUPANCIES</b>			<b>10. PREVIOUS OCCUPANCIES</b>		
<b>11. TYPE OF CERTIFICATE</b> 30 Day <input type="checkbox"/> 60 Day <input type="checkbox"/> 90 Day <input type="checkbox"/>		<b>12. CERTIFICATE EXPIRATION DATE</b>		<b>13. DESIGN OCCUPANT LOAD</b>	
<b>14. SPRINKLERS REQUIRED?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>15. SPRINKLERS INSTALLED?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>16. BUILDING CODE NAME AND EDITION</b>		<b>17. TYPE OF CONSTRUCTION</b>	
<b>18. DESCRIPTION OF USE</b>          					
<b>19. SPECIAL STIPULATIONS OR CODE MODIFICATIONS</b>          					
This temporary certificate ensures that all fire protection and life safety systems have been completed, inspected, successfully tested and approved for the specific area of the building specified above to provide a reasonable degree of safety to the occupants from fire and similar emergencies.					
<b>20. NAME OF GSA APPROVING OFFICIAL</b>			<b>21. SIGNATURE</b>		<b>22. DATE</b>

**THIS CERTIFICATE IS VALID ONLY FOR THE PREMISES OF THE PROJECT ADDRESS**

## Instructions for Completing the Temporary Certificate of Occupancy Form

Line 1 – Certificate Number: Begin with the letter “T” (for Temporary), followed by 8 digit GSA Building Number designation and temporary certificate date (e.g., T-DC0031ZZ-01232006)

Line 2 – Property Name: List official building property name.

Line 3 – Property Address: List official property street address.

Line 4– City, State, Zip Code: List official property city, state and zip code.

Line 5 – GSA Project Manager: List name of GSA Project Manager for this project.

Line 6 – Specific Area of Building for this temporary certificate: List the specific area of the building where this temporary certificate applies.

Line 7 – Approved Uses: List the approved uses for this building.

Line 8 – Previous Uses: List the previous uses for this building.

Line 9 – Approved Occupancies: List the occupancies approved for use in this building (for example, Business).

Line 10 – Previous Occupancies: List the occupancies previously used in this building (for example, Business).

Line 11 – Type of Temporary Certificate: Check the appropriate box for 30 Day, 60 Day, or 90 Day.

Line 12 – Temporary Certificate Expiration Date: List the date the temporary certificate of occupancy will expire.

Line 13 – Design Occupant Load: List the maximum number of occupants permitted by Code for the specific area of the building associated with this temporary certificate. If the temporary certificate is for a building with multiple areas/floors; provide the maximum number of occupants permitted by Code for each specific area/floor associated with this temporary certificate.

Line 14 – Sprinklers Required: Check the appropriate box indicating whether sprinklers are required (Yes or No).

Line 15 – Sprinklers Installed: Check the appropriate box indicating whether sprinklers have been installed (Yes or No).

Line 16 – Bldg Code Name and Edition (at time of contract award): List the applicable building code and respective edition in effect at the time of contract award (for example, 2006 ICC).

Line 17 – Type of Construction: List the type of building construction in accordance with applicable building code (for example, Type IA).

Line 18 – Description of Use: Discuss how all portions of the building will be used.

Line 19 – Special Stipulations or Code Modifications – list any special stipulations or code modifications

Line 20 – Name of the GSA Approving Official: Identify the name of the GSA Approving Official (the GSA Regional Fire Protection Engineer).

Line 21 – Signature: The GSA Approving Official is to provide a signature.

Line 22 – Date: Date that the temporary certificate was signed.