



## City of Round Rock Application Form for Temporary Certificate of Occupancy

\_\_\_\_\_ is hereby requesting issuance by the City  
(Owner Name)  
 of Round Rock (the “City”) of a Temporary Certificate of Occupancy for the  
 \_\_\_\_\_ at \_\_\_\_\_  
(Building/Buildings/Tenant Finish-Out) (Address)  
 under TRAKiT Permit No. \_\_\_\_\_.  
(Permit No.)

I believe that the facility may be occupied and used safely and is in compliance with **Section 8-113(d)(2)** of the Code of Ordinances, City of Round Rock, Texas 2018. Attached herewith is a list of incomplete site improvements, including a detailed estimate of the cost of the incomplete work and a placement/completion schedule, for your review and approval/concurrence. I understand that if this request is approved by the City, financial assurance must be provided to the City equal to **120% of the cost of the incomplete site work**. We/I understand that this request shall be considered incomplete until receipt by the City of an application fee in the amount currently established as provided for under **Section 8-113(f)** of the Code of Ordinances, City of Round Rock, Texas 2018. Furthermore, I understand that the application fee is non-refundable regardless of whether this request is approved or denied.

\_\_\_\_\_  
 Signature\*

\_\_\_\_\_ Date

\_\_\_\_\_ Printed Name

( \_ ) \_\_\_\_\_  
 Contact Number

\_\_\_\_\_ Title

*\* If the person signing this application is NOT the Owner, an owner affidavit is required (form available on City website.)*

Owner Name: \_\_\_\_\_

Owner Phone: ( \_ ) \_\_\_\_\_

Owner Address (including Zip Code): \_\_\_\_\_

\*\*\*\*\* For City Use Only \*\*\*\*\*

Application Fee Received \_\_\_\_\_  
Date Initials

Comments \_\_\_\_\_

Application Approved \_\_\_\_\_  
Date Initials

\_\_\_\_\_

Application Denied \_\_\_\_\_  
Date Initials

\_\_\_\_\_

## Incomplete Site Improvements Including cost estimate and schedule of completion

\_\_\_\_\_  
Owner Name

\_\_\_\_\_ at \_\_\_\_\_  
(Building/Buildings/Tenant Finish-Out) (Address)

under TRAKiT permit number \_\_\_\_\_.  
(Permit No.)

	Item Description	Estimated Cost	Scheduled Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	<b>TOTAL:</b>		
	<b>BOND AMT (120% of TOTAL):</b>		