



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

_____ 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 10-56(d)(2)** of the Code of Ordinances, City of Round Rock, Texas 2010. 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 10-56(f)** of the Code of Ordinances, City of Round Rock, Texas 2010. 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.			
	TOTAL:		
	BOND AMT (120% of TOTAL):		