



PROCEDURE FOR REQUEST FOR TEMPORARY OCCUPANCY (COMMERCIAL DEVELOPMENT)

Developer/Engineer must ensure that the following minimum standards are met prior to making application for a Temporary Occupancy. **Formal request must be submitted to the Building and Permit Department.** This will start our review process. Applicants must give the Engineering Division two (2) business days to process this request.

- All required approvals from the Building and Permits Department have been completed. The applicant is to confirm this by calling Building and Permits at (630) 256-3130.
- All required public improvement (watermain, sanitary) have been installed, tested, and approved. Stormwater management facility (detention pond) should have been completed and as-built volume provided to the Engineering Division. Conformation of this is generally accomplished by contacting the individual (contractor/project manager) that worked with the City's field inspector and the Engineering Division. Please contact the Engineering Division at (630) 256-3200 for questions.
- The developer shall submit a \$5,000.00 cash security in the form of a check, made out to City of Aurora, which covers the engineering related items that are incomplete at the time of the request. The cash security shall be submitted with your request to the Building and Permit Department. This check is cashed and held until final engineering approval is given to the Building & Permits Department (for the issuance of a final certificate of occupancy) and Finance Department (for return of the cash security).
- The temporary permit will be issued by the Building and Permit Department. On pick up of the release letter (issuance of Temporary Occupancy) at the City Building and Permit Department, the applicant shall pay the appropriate non-refundable fee (fee for the issuance of the temporary occupancy). The release letter will have copy of the bond check on the back for their records. Questions regarding the fee or these guidelines should be directed to the Building & Permits Department at (630)-256-3130, as the fee may change.

Notes:

Completion of improvements timeline:

1. From November 1 to May 31, the work must be completed no later than July 1 of the following year for temp's given during November and December, and in the calendar year of issuance for all others.
2. From June 1 to October 31, the work must be completed and approved within thirty (30) days of the temp's issuance.

Failure of the builder to have all work associated with the temporary occupancy completed and approved within the time frames provided for each temporary issued will constitute a failure to comply and result in withholding the issuance of any new building permits to the builder or parent company of the builder. This condition shall remain in effect until all delinquent issues have been submitted, reviewed and approved by the City engineer. This condition may also result in the following:

- Loss of the bond posted for the temporary occupancy.
- The revocation of contractor registration as set forth in the city's building code, section 12-17(116).