

# **BOONE COUNTY BUILDING DEPARTMENT**

## **RESIDENTIAL CERTIFICATE OF OCCUPANCY POLICY**

### **Temporary Certificates of Occupancy**

- A thirty (30) day temporary certificate of occupancy will be issued when the Building Department determines that there is substantial compliance and all code deficient items noted are not life safety related.  
Note: Temporary certificates will not be issued if the deficiencies are numerous.
- The permit applicant is required to correct violations within 30 days and contact the Building Department for a re-inspection. If the permit applicant is unable to correct violations within 30 days, they must contact the Building Department to request an extension.
- Expired certificates may result in criminal charges being filed with the county attorney's office.
- During the construction season of April 15 to October 1 of each year, no temporary certificates of occupancy will be given for yards that have not been graded and seeded. This must be done before a permanent certificate will be issued on the project.

### **Certificates of Occupancy Issued During Winter Months**

- In the winter months beginning October 1, when the permit applicant may not be able to provide vegetation on the lot at the time of final inspection, the Building Department may issue a conditional certificate of occupancy on the project with the condition that soil erosion be continually maintained until vegetation can be established during the spring months.
- Any previous code deficiencies on the project must be corrected and re-inspected before a conditional certificate with temporary winter grading will be issued.
- If the permit applicant fails to maintain soil erosion control or establish acceptable vegetation on the lot throughout the winter months, the Building Department may file criminal charges with the Boone County Attorney's office.
- As soon as possible after April 1 of each year, contractors must contact the Building Department for a re-inspection on the yard after final grading and seeding. A permanent certificate of occupancy will not be issued until the yard is re-inspected.

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