

Temporary Certificate of Occupancy for Residential Units

Community & Economic Development Committee
Steve Robbins, Assistant Director of Field Services

January 14, 2026



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Agenda

- What is a Temporary Certificate of Occupancy (TCO)
- Builder Responsibilities
- City Responsibilities
- Temporary Occupancy Issues and Resolution

Purpose of a TCO

- City of Lee's Summit Code of Ordinances-Section 7-168: A TCO can be issued when a structure can be safely occupied and used for the intended use
- Allows a buyer to have early access, while final punch list items are completed by the builder
- To qualify for a TCO:
 - All interior inspections must be complete/passed
 - Outstanding inspections to the exterior (to the home or lot) do not create a life/safety concern for the occupants
- A TCO valid for 30 days and can be extended
- Cost - \$50.00 per TCO

Common Reasons for TCO Issuance

- Availability and viability of sod are biggest reasons for TCO issuance
 - Unavailable in winter
 - Too hot to cut in summer
- Items that were damaged during construction such as cracked curbs, sidewalks and ADA ramps that cannot be repaired due to weather conditions
- On average: 15 TCOs pending depending on the time of year

Builder Responsibilities

- Request a TCO from the Building Inspector
- Pay fee at the time of the occupancy inspection
- Correct items within 30 days and schedule an inspection so the permit can be closed out
- If items cannot be corrected in 30 days, builders must submit a TCO extension prior to expiration date.

City Responsibilities

- Upon request, confirm appropriateness of issuing TCO
- Identify and document items that must be corrected during TCO period
- Track progress on correcting items
- Conduct follow-up inspections when requested by Builder.
- Issue or deny TCO extensions
- Notify builder if permit status changes to Notice of Violation
 - Example: If builder allows TCO to lapse

TCO Issues and Resolution

- There is room for improvement--**for builders and city staff**
- Identified permits that were in TCO and have started the process of closing out expired permits
- Met with our team of building inspectors to go over the TCO process and make sure everyone understands the procedure
- Reviewed how and when we rotate our inspectors to ensure familiarity with TCO units
 - Especially important when an inspector is out on leave.
- Future KCHBA meeting – discussion about tightening up TCO process

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