



DEPARTMENT of COMMUNITY and Neighborhoods

Salt Lake City Building Services Temporary Occupancy Guidance Updated 10/30/2024

*****This is not intended to be all inclusive, additional documents/requirements may present themselves depending on the project*****

Phased Occupancy / Temporary Certificates of Occupancy are considered on a case-by-case basis for each project subject to approvals from the Building Department, Fire Department, and Public Utilities.

Applicants wishing to request Temporary Occupancy must submit a detailed phasing plan, including a narrative, to all departments well in advance of desired Temporary Occupancy date. All phasing plans will need to be reviewed by the Lead Building Inspector, The Fire Marshals Office and Public Utilities. After reviews have been completed a meeting between the departments and contractor/owner will be required where you may present your phasing plan. Please keep in mind when submitting, reviews may take up to two weeks.

Please see the documents provided by the Fire Dept and Public Utilities when drafting a phasing plan.

Building Departments Requirements –

All proposed areas for Temporary Occupancy are complete and inspected

Compliance with Fire Departments Guidelines

Compliance with Public Utilities Guidelines

Please keep in mind that Public Utilities does not do next day inspections and proper planning and coordination by the contractor/ownership is required. Last minute requests will not be accepted.

Submit phasing plans to the contacts below.

Public Utilities – Ali.Gee@slc.gov

Fire Marshals Office – Lisa.Demmons@slc.gov

Building Services – Beauen.Pond@slc.gov & Talley.Lake@slc.gov (also include lead inspector)