Temporary Certificate of Occupancy

Definition:
A Temporary Certificate of Occupancy (TCO) is a document issued by Building Permits and Inspection when circumstances specific to the project prevent final inspection approvals though the building is safe to occupy in the meantime. TCO’s are issued only to commercial buildings.

Limitations:
TCO’s are not issued to the following:
1. Shell buildings.
2. Tenant spaces which will not be immediately occupied.
3. Tenant spaces within shell buildings where the shell building is not yet finalized.

Duration:
Temporary Certificates of Occupancy shall be limited to a maximum duration of sixty (60) days. If the fire district has issued a TCO, the duration set by them may be less than (60) days. In this case, the TCO duration shall not exceed that set by the fire district or other county agency. The duration may be extended by the Building Official when deemed necessary.

Process:
A TCO may be granted prior to final inspection approvals when all trade discipline inspectors and the fire district have either provided approval for the TCO or sign off the final inspection. Departmental holds (conditions) must be cleared or the responsible agency must also approve the TCO in writing or by e-mail.

For issuance of a TCO, the following must be brought into the Downtown Office, Building Assistance Center:
1. The jobsite (Yellow) folder.
2. Inspector’s written correction notices for disciplines that have not received final inspection approval. These correction notices must contain written approval for a TCO.
3. Fire permit card that has been signed for TCO or final approval.

Processing the documents:
1. Determine that no holds or conditions exist and that the building shell has been finalized.
2. Check the yellow folder for final approvals of any inspection disciplines. For those required disciplines where the final block has not been signed off, a correction note indicating a TCO is approved must be provided by the applicant.
3. Check for fire district final approval on the red fire card or on the yellow folder under the Mechanical column.
4. The applicant must complete form CM-07 “Request for a Temporary Certificate of Occupancy.”
5. Complete the TCO (CM-09), and obtain a supervisor or manager signature.
6. The applicant pays the TCO fee which is entered by the counter staff as two hours at the Building Inspector Level II standard loaded rate. The fee is paid to the cashier by the customer who obtains a receipt from the cashier.
7. The Applicant shall pay a fully refundable deposit of $5,000, cash or bond.
8. The TCO application (CM-07) and TCO (CM-09) are scanned, attached to the Accela case, and the original TCO is given to the applicant after proof of payment is verified.