



Building Permits & Inspection Division

General Information: (916) 875-5296
www.building.saccounty.net

Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 M-F 8:30am - 4:30pm	East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 M-Tu. 9:00am - 4:00pm
Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 M-F 8:30am - 4:30pm	North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 W-Th. 9:00am - 4:00pm

Stocking, Staff Training and Temporary Occupancy of Commercial Buildings Requirements/Process

Building Permits and Inspection staff:

There are three possible scenarios for temporary occupancy/use:

1. **Stocking:** Approval of this stage allows the building user to install user- supplied furnishings, equipment, shelving and merchandise utilizing the minimal personnel necessary when building conditions are deemed safe for such activity.
2. **Staff Training:** Approval of this stage provides the ability for the user’s employees to occupy the building for the purpose of staff training only when building conditions are deemed safe for such activity. It does not allow public use or interviewing and/or hiring activities of prospective staff.
3. **Temporary Certificate of Occupancy (TCO):** Completion of this process allows the user to fully occupy the building or space therein and to conduct normal business for a maximum 60 day period.

A request may be made for one or more of these scenarios depending on the needs of the user. In each scenario, scan all documents into the Accela permit system “documents” section.

Stocking:

For the purposes of this policy, “stocking” is defined as the installation of store fixtures and product for future sale. Persons installing fixtures and placing goods are considered as part of the project construction staff. Other persons shall not occupy the building at this stage.

The building structure and systems must be basically complete, and all overhead work must be complete and approved. All fire and life safety systems and devices are in place and complete. All inspection disciplines must either sign off final approvals or issue a written “OK to stock only” or similar language as part of the final correction notice for that discipline. Approval is left to the County inspector’s discretion. The fire district must also issue written approval for either final, TCO or stocking only. Any department with a final hold on the permit must either clear the hold or acknowledge their approval for stocking only in the permit system, by email or written form. This stage is handled entirely in the field. In the case of a first time tenant improvement, the building shell must be finished prior to this stage.

Staff Training: All code related work should be completed and approved by each discipline. Any exception(s) to full completion is left to the inspector’s discretion. All equipment and fixture installation is complete and approved. For any discipline that has not signed off final inspection approval, the final inspection correction note must clearly state: “OK for staff training” or similar language. The fire district must issue written approval for this stage. Any department with a final hold on the permit must either clear the hold or acknowledge their approval for staff training or TCO in the permit system, by email or written form. Occupancy is limited to employees only. This stage is handled entirely in the field. In the case of a first time tenant improvement, the building shell must be finished prior to this stage.

Temporary Occupancy: A TCO allows full occupancy for a specified period of time. All work is essentially complete, with only very minor issues remaining. For any discipline that has not signed off final inspection approval, the final inspection correction note must clearly state: “OK for TCO” or similar language. The fire district must sign off the final approval or approve a TCO as well, prior to issuance of a TCO. Any department with a final hold on the permit must either clear the hold or acknowledge their approval for TCO in the permit system, by email or written form. Occupancy must not occur prior to obtaining the Temporary Certificate of Occupancy document at Building Permits and Inspection (BPI). There is a processing fee for issuing a TCO; this fee is approximately \$232.00. A refundable deposit or bond in the amount of \$5,000.00 is required. In the case of a first time tenant improvement, the building shell must be finished prior to this stage.