



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

TEMPORARY CERTIFICATE OF OCCUPANCY

Temporary Certificates of Occupancy will be considered when the applicant or owner submits a request in writing with the required fee. Submittal of a request is not a guarantee of an approval.

Requests for TCO may be made after final inspections have been made by all divisions necessary and items identified as incomplete are deemed not to include any fire or life safety corrections.

A request for Temporary Certificate of Occupancy shall include:

- Name, address, phone and e-mail contact information of the applicant as well as the Building Permit number and address of the site.
- A description of all the work remaining to be completed prior to issuance of the permanent Certificate of Occupancy based on results of all final inspections.
- A projected date certain, by which all remaining work shall be completed and a permanent CO may be issued.
- Payment of the TCO fee prescribed in the City's most current fee schedule.

Upon receipt of an application for a temporary certificate of occupancy and payment of the required fee, the Building Official will circulate the request to the City's development services departments for comment. All work identified as required prior to issuance of a temporary CO must be completed and approved by the appropriate department prior to approval of the TCO. Once all necessary work has been completed or otherwise secured to the satisfaction of the responsible department, notice shall be given to the Building Official that the project is approved for issuance of a TCO. Upon approval by all departments, a TCO may be issued.

While it's generally expected that all work related to the TCO will be completed within 180 days of issuance, the applicant must provide at the time of request, a date certain within that 180-day period by which all work will be completed. In all cases it is the applicant's responsibility to maintain the validity of the underlying building permits throughout the lifetime of the project including the TCO period. Expiration of permits during the TCO period may result in additional fees. The Building Official may approve one or more extensions where completion of a project occupied under a TCO is delayed by causes beyond the control of the applicant. It is the applicant's responsibility to request final inspection of all work required to be completed under the TCO prior to issuance of the final CO. Failure to request inspections in a timely manner may result in revocation of the TCO and continued occupancy may be prohibited until a permanent CO is issued.